

## **CABINET 9TH JULY 2020**

### **Report of the Head of Neighbourhood Services Lead Member: Councillor Harper-Davies**

#### **Part A**

#### **ITEM 9 AMENDMENT TO CHARNWOOD COMMUNITY DEVELOPMENT & ENGAGEMENT (INCLUDING ENVIRONMENTAL) AND LOUGHBOROUGH COMMUNITY GRANTS SCHEMES IN 2020/2021**

##### **Purpose of Report**

The purpose of this report is to seek agreement for proposed amendments to the Charnwood Community Development & Engagement (CDE) (including environmental) and Loughborough Community Grant (LCG) Schemes in 2020/21 to ensure the provision of a grants scheme that supports the local voluntary and community sector (VCS) to recover from the impact of the COVID-19 pandemic. The report proposes that the above Charnwood grants schemes be amalgamated and are renamed Charnwood VCS COVID-19 Recovery grants in 2020/21 with revised criteria.

##### **Recommendations**

1. That approval is given to the amalgamation of the Charnwood Community Development & Engagement (including environmental) and the Loughborough Community Grant Schemes in 2020/21 into a single grants scheme renamed Charnwood VCS COVID-19 Recovery Grants.
2. That the Charnwood VCS COVID-19 Recovery Grants Scheme as outlined in Part B, sections 13 to 29 is approved as the way forward for 2020/21.
3. That the draft Application Form and Guidance Notes (containing the criteria) attached at Appendices A and B are approved and that the Head of Neighbourhood Services, in consultation with the Lead Member, is given delegated authority to finalise these documents.
4. That the Head of Neighbourhood Services, in consultation with the Lead Member, is given delegated authority to determine the Charnwood VCS COVID-19 Recovery Grants to be awarded in 2020/21.
5. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Charnwood VCS COVID-19 Recovery grants.

##### **Reasons**

1. To ensure the 2020/21 grants programme is responsive to meeting the needs of the local voluntary and community sector to recover from the impact of the COVID-19 pandemic for the period up to 31 March 2021.
2. To enable the delivery of a grants scheme in 2020/21 that is responsive to the impact of COVID-19 on the VCS and assists with their recovery.
3. To enable any further amendments that are required to be made in the required timescales.
4. To ensure that decisions regarding the award of grants, following recommendations from the Grants Panel, can be made in a responsive and timely way to ensure that the required support to the VCS is provided as quickly as possible.
5. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project

#### Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to deliver high quality living with a range of services to meet the needs of our diverse community. It makes a commitment to support our communities by delivering a range of services which not only help residents, but also empowers them to make a positive difference in their local areas and that community cohesion will remain a priority. In addition, it wants residents to live healthy and active lifestyles and to offer services to improve wellbeing, either directly or with our partners.

At its meeting on 12th April 2012, Cabinet agreed the revised Community Grants Criteria to reflect the changes in the Council's Corporate Plan. The Council's Corporate Plan 2016-2020 was approved by Council on the 29<sup>th</sup> February 2016. A review of the existing grants criteria was undertaken and it was concluded that the existing criteria was still appropriate and aligned with the priorities of the Corporate Plan 2016-2020.

Following the ongoing impact of the COVID-19 Pandemic it has been considered appropriate to ensure that the 2020/21 grants should support the additional costs that VCS organisations in the borough will need to aid their recovery plans and continue to support their clients and offer their services in accordance with COVID-19 Secure recommendations.

#### Implementation Timetable including Future Decisions and Scrutiny

If approved, it is anticipated that the Charnwood VCS COVID-19 Recovery Grants will be launched on the 20<sup>th</sup> July 2020 with a deadline of the 7<sup>th</sup> August (subject to call-in). The Grants Panel will score the applications, with the Head of Neighbourhood Services, in consultation with the Lead Member for Communities, Safety and Wellbeing, determining the final approval regarding the award of grants to organisations within 21 days of the closing date. In the event of call-in the dates will be amended to reflect this.

The VCS COVID-19 Recovery Grants considered in this report will be released, once the applicants have met any required payment conditions. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure, requested.

### Report Implications

The following implications have been identified for this report:

#### **Financial Implications**

The 2020/21 budget for the Community Development and Engagement Grant scheme is £63,200 and the budget for the Loughborough Community Grant scheme is £29,400.

In addition, Serco provide £20,000 per year for grants to projects that deliver environmental outcomes. They have made a commitment to provide this funding in 2020/21 and have agreed that in 2020/21 this can be utilised for the VCS COVID-19 Recovery Grants. Including the carry forward from 2019/20 of £5268 the total budget for this element in 2020/21 is £25,268.

It is proposed that these three budgets are combined to create a total grants pot of £117,868 for a single round of the VCS COVID-19 Recovery Grants in 2020/21 to meet the needs of local VCS organisations in the recovery planning phase of COVID-19 Pandemic.

The £29,400 allocated originally to the Loughborough Community Grants scheme will remain ringfenced for Loughborough based organisations (this element is funded through the Loughborough Special Expenses) and will be taken into consideration as part of the award of grants.

The maximum grant to be awarded is £5,000.

It is proposed that if not all of the budget is allocated in this round that a further round will be held later in the year.

#### **Risk Management**

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
No interest / low take up from local VCS to apply to the grants pot	Unlikely (2)	Significant (2)	Low (4)	Active local promotion to local VCS

That VCS organisations are at risk even after financial and business support has been provided	Likely (3)	Significant (2)	Moderate (6)	Support through VCS Development Officers to ensure Recovery Plan and access to financial advice is available
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## Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council's Equal Opportunities Policy.

In addition, an Equality Impact Assessment has been completed and attached at Appendix C.

Key Decision: No

Background Papers: None

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## Part B

### Background

#### Charnwood Community Development and Engagement (including environmental) and Loughborough Community Grants Criteria

1. The Community Development and Engagement (including environmental) and Loughborough Community Grants schemes have been in operation for a considerable number of years supporting local VCS organisations to deliver a wide range of projects / services and activities throughout the borough. It is recognised that Voluntary and Community Sector organisations play an incredibly important, and valued, role in our borough and support the Council to deliver its aims and objectives.
2. Community Development and Engagement grants (including environmental) provides funding for VCS organisations who deliver projects and activities that are available for the wider community in the borough with a maximum award of £10,000.
3. Loughborough Community grants provides funding for VCS organisations who deliver projects and activities that are available for the wider community in Loughborough with a maximum award of £2,000.
4. For all schemes the applications are assessed against two measures of need: how the project meets the Council's aims and objectives in meeting identified community needs and the organisational need of grant funding from the Council to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding.
5. All schemes are assessed against the assessment criteria by the Grants Panel, with the Community Development and Engagement Grants (including environmental) recommendations coming to Cabinet for approval. Both schemes are run in 3/4 Rounds throughout the year, with each Round being widely promoted. There is always a high level of take up for both grants schemes.
6. Both the Community Development and Engagement (including environmental) and Loughborough Community Grants schemes have been temporarily on hold whilst the Council has been dealing with the initial crisis as a result of COVID-19. This has enabled these grants schemes to be revisited and reshaped to meet the current needs of the VCS.

#### Impact of COVID-19 on VCS Organisations

7. COVID-19 has had a significant impact on the VCS sector with the majority of organisations having to close / shut down their services or significantly adapt the way that they deliver. Many VCS organisations are currently having to divert resources from business as usual services to support emergency measures in the community due to COVID-19, or have had to close because of social distancing restrictions.

8. As part of the initial response to the COVID-19 Pandemic a wide range of external funding organisations have provided ring fenced grants to help support VCS organisations to respond to the initial crisis and provide funding to cover such things as initial core running costs, including staffing, loss of income and funding to adapt services to enable alternative delivery. The Council's VCS Development Officers have supported many organisations by raising awareness of these funding opportunities and assisted with funding applications.
9. When this initial emergency response has passed and recovery begins, we know that VCS organisations will need support to reinstall services, to adapt and provide valuable community based services and activities that will continue to support Charnwood residents. In recognition of this it is proposed to reshape the existing Charnwood Grants scheme to ensure that funding is quickly put in place to ensure their continued survival and to help organisations with the associated costs of taking those next steps towards recovery and rebuilding in the coming months. This VCS COVID-19 Recovery Grants will play an important role to help organisations achieve this. It is recognised that there will be additional costs incurred in getting those organisations up and running and loss of income will be impacting on their ability to meet core running costs in the period up to 31 March 2021 and possibly beyond.
10. Charnwood Community Engagement & Development grants (including environmental) provided support to VCS organisations to grow and continue to develop sustainable plans whilst delivering much need services and support to a wide range of people including many vulnerable and hard to reach groups.
11. With many VCS organisations at risk of being unable to continue it is proposed that Charnwood Borough Council's Community Development and Engagement (including environmental) and Loughborough Community Grants schemes for 2020/21 are amalgamated to create a VCS COVID-19 Recovery Grants programme aimed at organisations requiring additional funding for phased reopening of buildings and restarting services to meet the needs of their beneficiaries for the period up to 31 March 2021.
12. The Council's VCS Development Officers have already undertaken a survey of the VCS organisations to identify the main concerns. In addition, they have been supporting organisations with their recovery planning for some weeks and will continue to do so going forward.

### **Proposed VCS COVID-19 Recovery Grants Scheme**

13. The 2020/21 Charnwood Community Development & Engagement (including environmental) and the Loughborough Community Grants scheme will be amalgamated and renamed the VCS COVID-19 Recovery Grants scheme.
14. The allocated budgets for these grants schemes will be combined to create a total grants pot of £117,868 (the £29,400 budget allocated to Loughborough will be ringfenced within this for Loughborough based organisations).
15. It is proposed that there will be ONE ROUND of the VCS COVID-19 Recovery Grants programme, scheme to be advertised from the 20<sup>th</sup> July, subject to no call-in, with a 3 week window for applications, with the deadline of 7<sup>th</sup> August

2020. All applicants will be notified of the outcome of their application for funding within 21 days of the closing date. As the VCS development Officers have been proactively working with a wide range of local organisations already and there is a need for a quick response, this is deemed to be a suitable timescale.

16. The VCS COVID-19 Recovery Grants scheme will be advertised along with a Guidance note, including the criteria, (see Appendix 2) outlining what the grants can be used for, how to apply for it etc.
17. A short application form will be completed by the organisation (see Appendix 3) – this would then be submitted via the Grants Team (who would check that the organisation and project is eligible) before it is passed to the Grants Panel for assessment. The process is designed to make it as simple as possible for organisations to apply and the application form has been simplified to assist with this, following feedback from the VCS survey. Officers will conduct all background and due diligence checks before making a recommendation on the award of a grant.
18. It is proposed that for the purposes of this grants scheme that the Council's Strategic Partners will be able to apply to assist them with recovering from the impact of COVID-19. It is proposed that Strategic Partners are only able to apply for funding towards additional costs that are not covered by their Strategic Partner Grant.
19. It is expected that there will be a high level of applications to this grants scheme, therefore the financial position of organisations will be taken into consideration as part of the decision-making process. Applicants will be asked to confirm if reserves are already being spent-down or reserves would need to be used if an application is unsuccessful. In addition, bank account balances will also be taken into consideration and applicants will be asked to confirm why any significant surpluses cannot be used.
20. Amendments to the application process have been devised to ensure that only relevant questions have been asked and the responses required are relevant to the current situation. The associated assessment process has been adapted to ensure that the scoring system is directly related to the questions on the application form, with each question having a maximum score of 5. The Grants Panel will assess the applications and score against each of the questions, with a maximum score of 35.
21. The new scoring and assessment process will allow Grants Panel members to provide an overall score of the application itself as well as provide additional comments based on the knowledge they have of groups, emerging issues in the sector or localities as well as things they have picked out from the application which can be brought to the meeting for discussion. It is proposed that the level of score achieved will reflect the level of grant recommended. A low score will result in no award being recommended, a medium score will result in some of the grant applied for being awarded, with high scoring applications receiving most, if not all of the funding applied for.
22. The maximum level of award will be £5,000.

23. An applicant would only be able to apply for one grant.
24. Once the Grants Panel have met, they will make their recommendations regarding grants to be awarded to the Head of Neighbourhoods, who in consultation with the Lead Member for Communities, Safety and Wellbeing, will determine and approve the Charnwood VCS COVID-19 Recovery Grants to be awarded.
25. Organisations will then be notified of the outcome of their application.
26. An agreed Monitoring and Evaluation process will be put in place to ensure the appropriate use of the grant and ensure an update on the progress of the organisation / project is received.
27. It is anticipated that there will be a high demand for the VCS COVID-19 Recovery Grants. However, it is proposed that if not all of the budget is allocated in this round that a further round will be held later in the year. The need for which, along with the associated timescale to be determined by the Head of Neighbourhood Services, in consultation with the Lead Member. If a second round is required, applicants who applied in Round 1 will not be able to apply again.
28. The outcome regarding the grants that have been awarded will be widely publicised and be included in any future report to Scrutiny with regard to Community Recovery.
29. This grant programme replaces the Community Development and Engagement Grants (including environmental) and Loughborough Community Grants programmes. We WILL NOT be accepting applications to these programmes for this financial year (2020/21).

## Appendices

Appendix 1 – VCS COVID-19 Recovery Grants Guidance Note

Appendix 2 - VCS COVID-19 Recovery Grants Application Form

Appendix 3 - Equality Impact Assessment



## VCS COVID-19 RECOVERY GRANTS APPLICANT GUIDANCE NOTES

### Introduction

The council understands that community organisations and local charities have been operating within very different circumstances since the lockdown, with some having to temporarily close buildings, stop offering services and adapting to new ways of supporting beneficiaries.

We are keen to support the sector during this difficult and constantly changing period. Our grants criteria have been revised to support organisations to respond to existing and emerging community needs as lockdown restrictions begin to be lifted.

Charnwood Borough Council's community grants will re-open for new applications **for 3 weeks only**. The VCS **COVID-19 Recovery Grants** programme is aimed at organisations requiring additional funding for phased reopening of buildings and restarting services to meet the needs of their beneficiaries for the period up to 31 March 2021. This includes our **Strategic Partners** incurring additional costs as per those listed below and where they are not covered by their Strategic Partner Grants.

#### Please note:

- There will be **ONE ROUND** of the COVID-19 Recovery Grants programme.
- The deadline for applications is **XXX (to be inserted)**.
- Applicants will be notified of the outcome of their request for funding **within 21 days of the closing date**.
- The maximum grant amount is **£5,000**
- We expect there will be a high level of applications to this fund, therefore the **financial position of organisations will be taken into consideration** as part of the decision making process. Applicants will be asked to confirm if reserves are already being spent-down or reserves would need be used if an application is unsuccessful. In addition, applicants will be asked to confirm why any significant surpluses at bank cannot be used instead of applying for a grant.
- This grant programme replaces the Community Development and Engagement Grants and Loughborough Community Grants programmes. We **WILL NOT** be accepting applications to these programmes for this financial year (2020/21).

### 1. Organisation Eligibility

To be eligible to apply organisations must:

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- Be operating in Charnwood and working with local people
- Be 'not for private profit'
- Have a constitution / set of rules / articles of association
- Have bank account in the name of the organisation with more than one signatory and have available two most recent bank statements.

We cannot fund:

- Sports clubs / organisations – (please contact [sport@charnwood.gov.uk](mailto:sport@charnwood.gov.uk) for information on Sports related funding opportunities)
- Political organisations
- Statutory bodies including Town / Parish Councils
- Schools/Universities (excluding PFA / PTA groups)
- Grants to private / commercial sector organisations
- Grants to individuals.

## 2. Application Eligibility

Applications will be considered for additional costs associated with restarting usual or continuing adapted service delivery models to maintain/re-establish contact with service users.

Organisations can apply for a maximum of £5,000 for support with the following:

### 1) Support for core running costs (where it can demonstrated there is a financial need):

Examples include:

- Core running costs associated with reopening buildings / offices or restarting service delivery that cannot be fully covered by income generated from reduced levels of activities
- Core running costs in meeting increased demand for services
- Increased venue hire costs associated with reduced or additional activity sessions that are needed to safely accommodate beneficiary numbers during social distancing that cannot be fully covered by income generated from activities
- Costs associated with volunteer recruitment, retention and development to support the delivery of community activities / services
- New training for staff / volunteers specific to your response to Covid-19 to deliver your services differently using the learning to date

### 2) Equipment

Examples include:

- Health and safety building adaptations and equipment needed to adhere to government guidance on safe working and social distancing during the pandemic
- ICT equipment for staff / volunteers / beneficiaries
- Software or subscription costs to enable remote working / meetings
- Equipment related to continuation of activities associated with the response to Covid-19

### 3) Expenses

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Examples include:

- Reimbursing travel costs for staff/volunteers who need to visit service users, if it safe to do so, in their home or in other locations.
- Postal costs of providing activities in people's homes.

#### 4) Other

Anything else deemed acceptable in relation to the criteria for the grant. This is not a definitive list of examples, so please contact the grants team if you need something and not sure if it's eligible.

We cannot fund:

- Retrospective funding for projects which have already taken place
- Exclusively religious activity
- Any form of gambling (except small fundraising activities e.g. raffle, tombola etc.)

### 3. Conditions of the Grant

The following conditions apply to all approved projects:

- Any changes to the project or activity for which the funding was originally granted will require further approval. If there are any changes the organisation should contact our Grants Team.
- The Charnwood Borough Council logo must be included on all publicity material relating to the project or activity.
- The grant spend must relate to the period up to 31 March 2021.

If an organisation does not comply with the conditions attached to a grant or does not use it for the purposes for which it was awarded the Council may seek to reclaim some or the entire grant awarded.

### 4. Further Information

For any queries regarding the COVID-19 Recovery Grants programme please contact the Grants team on Telephone: 01509 634730, or E-mail: [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk)

#### Data Protection

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice <https://www.charnwood.gov.uk/pages/privacynotice>



## APPENDIX 2

For internal use only:  
Unique reference number:

### VCS COVID-19 RECOVERY GRANTS APPLICATION FORM

1. BASIC DETAILS	
<b>Name of organisation:</b>	
<b>Address of organisation:</b>	
<b>Organisation type:</b> <i>Charity/Community Interest Company/Social Enterprise Company/ Voluntary / Community Organisation</i> <i>Other (please specify):</i>	
<b>Registered charity number (if applicable)</b>	
<b>Project name:</b>	
<b>Date of application:</b>	
<b>Amount requested (£):</b>	

2. APPLICANT DETAILS	
<b>Name:</b>	
<b>Position in organisation:</b>	
<b>Telephone number:</b>	
<b>Email:</b>	
<b>Address:</b>	

### 3. ADDITIONAL DOCUMENTATION

All applicants need to provide additional information, and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply it if requested by the Council. **If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.**

Document	Provided
Two most recent bank statements <b>(these must be submitted with your application)</b>	Yes / No
Working with children / adults at risk safeguarding policy or policies <b>(this information must be submitted with your application if your project involves working with children and / or adults at risk)</b>	Yes / No
If your project does involve working with children or adults at risk are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place? <i>(We operate a spot check procedure which may require you to provide evidence at a later date)</i>	Yes / No
✓	<b>Please indicate which of the following documents your organisation has. At least one of these documents must be attached to your application <u>unless you have previously provided a copy within the last 12 months with a previous application.</u></b>
	Constitution
	Set of Rules
	Terms of Reference
	Articles of Association
	Other (Please State):
<b>If you are not able to provide one or more of the documents listed above, please explain why:</b>	

#### 4. YOUR PROJECT

- a) Please provide a brief summary of the services normally delivered by your organisation and what are your main objectives, including:
- The types and number of service users you support
  - If your project supports people from a specific ward / area in Charnwood
  - What specific issues you aim to address through your services
  - Volunteers and / or staff needed to deliver services

- b) Briefly explain what different pressures/challenges your organisation is facing as a result of the current pandemic:
- Are your services currently closed or are your activities significantly reduced?
  - Are you experiencing an increased demand for your services?
  - Have you had to adapt (or will need to adapt) your normal service delivery?
  - New needs related to volunteer recruitment / retention.

- c) Outline what you need to do in the period up to 31 March 2021 to recover from the pandemic. How much funding are you requesting? Please itemise the specific costs. These could include:
- Core organisational running costs/overheads
  - Costs for equipment/capital items related to phased reopening of buildings
  - Restarting services
  - Increase in demand for services etc
- (The maximum amount you can apply for is £5,000. Please see guidance notes for more information on eligibility)

- d) How will the new / additional funding help you to support vulnerable / hard to reach people

through the current crisis, or after the crisis, including enabling your organisation to stay open?

Examples could include:

- Enabling visits to more vulnerable / hard to reach people during the crisis
- Ensuring more vulnerable / hard to reach people can access advice and assistance during the crisis
- Enabling more vulnerable / hard to reach people to maintain positive wellbeing during the crisis
- Enabling more vulnerable/ hard to reach people to receive food supplies during the crisis, etc

e) Have you applied for or received any other emergency funding during the current pandemic? Do you have any other income or sources of funding which will help you during this crisis? Are you spending your reserves or will need to if your application is unsuccessful?

## 5. PARTNERSHIP WORKING

Will you be working in partnership with any other groups or organisations in delivering this project? If so, please give details:

## 6. PROJECT TIMESCALE

Please provide an outline timetable for your project (including start and finish dates)

Date	Description of milestone

## 7. DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. Should we be awarded a grant we will make Charnwood Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on the understanding that, should our application be



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Unique reference number:

successful, the grant will only be used for the purpose(s) specified in the grant offer letter.

<b>Signature</b>	
<b>Name:</b>	
<b>Position in organisation:</b>	
<b>Date:</b>	

**Data Protection**

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice

<https://www.charnwood.gov.uk/pages/privacynotice>

Please return your completed application by email to [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk)

If this is not possible, please contact us on the email address above  
(or by calling us on 01509 634730)  
to agree how best to submit your application

## Charnwood Borough Council

### Equality Impact Assessment 'Knowing the needs of your customers and employees'

#### ■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

#### ■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

■ **Step 1 – Introductory information**

Title of the policy	VCS COVID-19 Recovery Grants
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	June 2020
Date EIA completed	JUne 2020

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need. It is proposed in 2020/21 that the Community Development and Engagement and the Loughborough Community Grants are amalgamated to create VCS COVID-19 Recovery Grants with amended criteria to support VCS organisations to recover from the impact of COVID-19.</p> <p>It is the Councils aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.</p> <p>Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants.</p>

■ **Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

- Analysis of all Charnwood Grants programmes over the years and previous associated EIA's

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

Analysis of previous grants programmes have demonstrated that the schemes contribute to a wide range of groups and organisations covering the majority of the protected characteristics.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

■ **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

■ **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	<b>Comments</b>
<b>Age</b>	Grants schemes to date : There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.

<b>Disability</b> (Physical, visual, hearing, learning disabilities, mental health)	Grants schemes to date : There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.
<b>Gender Reassignment</b> (Transgender)	Grants schemes to date : No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
<b>Race</b>	Grants schemes to date : There is some grant funding awarded to projects relating to Race. In additional it is acknowledged that some of the projects funded are cross-cutting and support individuals with multiple characteristics.
<b>Religion or Belief</b> (Includes no belief)	Grants schemes to date : Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community.  The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.
<b>Sex</b> (Gender)	Grants schemes to date : There is no specific grant funding awarded to projects relating to Gender. In addition, however, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of Gender.
<b>Sexual Orientation</b>	Grants schemes to date : No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
<b>Other protected groups</b> (Pregnancy & maternity, marriage & civil partnership)	Grants schemes to date : There is some grant funding awarded to projects relating to these other protected groups, therefore the impact is positive. In addition it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional

	targeted promotional work will be undertaken.
<b>Other socially excluded groups</b> (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Grants schemes to date : The grants which focus on the wider community have a wide range of benefits, particularly for residents from priority neighbourhoods or areas of deprivation and hard to reach sectors of the community.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

No negative impacts or potential barriers have been identified. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

It is the opinion that the Charnwood Community Grants schemes comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

It is expected that the VCS COVID-19 Recovery Grants will achieve the same outcomes.

### ■ Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Monitoring will continue to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest.

Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.

■ **Step 7- Action Plan**

<b>Please include any identified concerns/actions/issues in this action plan:</b>			
<b>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</b>			
<b>Reference Number</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Target Date</b>
001	Continue to monitor the Grants to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2021

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	<b>Who needs to know</b> (Please tick)	<b>How they will be informed</b> (we have a legal duty to publish EIA's)
<b>Employees</b>		This EIA will be published on the Council's website.
<b>Service users</b>		
<b>Partners and stakeholders</b>		
<b>Others</b>		
<b>To ensure ease of access, what other communication needs/concerns are there?</b>		

<b>Please delete as appropriate</b>
<b>I agree with this assessment</b>
<b>If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A</b>
<b>Signed (Service Head): Julie Robinson</b>
<b>Date: 09.06.20</b>

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)