

TAVISTOCK TOWN COUNCIL

COUNCIL MEETING

3rd December 2019

Grant Application Allocation Report

1. Background

As Members will be aware, a new scoring process was implemented in 2018 following agreement by Council at its Meeting on the 18th September, 2018. This was in order that a fairer and more transparent allocation of Grant funds would be introduced.

The process also required a Grants Panel to be appointed, which for 2019 is comprised of the following Members;

Councillors Ms L Crawford, J Ellis, A Hutton, Mrs U Mann, Mrs G Parker, B Smith, H Smith, P Squire and P Williamson.

2. Assessment of Applications received

The 15 Grant Applications received in 2019 were uploaded to the Councillor Portal on the Council's website, and the members of the Grants Panel were provided with;

- An overview of the Applications received in order that they could see if organisations had applied for Grant Funding within the last 3 years;
- A copy of the current Grant Policy, to be used when assessing the Applications;
- A copy of the Scoring Matrix, which detailed the scores to be allocated in respect of the criteria used (Value, Time and Risk)

Each individual Councillor's scores were submitted to the Assistant to the Town Clerk by 11th November, 2019, which allowed the average score for each Application to be calculated.

The Members of the Panel met on the 12th November, 2019 to assess the scores attributed to each Application, and to agree the allocation of funds based on those scores. The Grants Panel members were provided with a spreadsheet detailing each Member's scoring, together with a list of the final scores in descending order.

3. Methodology of allocation of funds

When the new process was implemented in 2018, the following methodology was agreed by Council for the allocation of funds;

Overall score received	Allocation against amount requested
0 - 20	No grant to be made
20 -25	50% of the amount requested
25 -30	75% of the amount requested
30 or above	100% of the amount requested

However, this year a large number of the Applications scored above 30 (9 Applications out of 15, so 60% of those received), with those 9 Applications requesting a total of £ 17, 375. It was also the view of the Panel that in this year all applications, irrespective of scoring, should receive funding on a pro rata basis, and that the current scoring levels should be re-visited this year by Council to reflect this.

Note - Having discussed the above approach with the Town Clerk your Officers would express concern and, in any event, suggest that beyond this year the Council may wish to agree some basic principles, including:

- a) Certainty of approach i.e. unless there are genuinely exceptional circumstances avoiding changing grant scheme rules after Applications have been invited so as to ensure a fair playing field for all applicants. Recommendation (ciii) below is of particular concern;*
- b) Whether or not grants are most appropriately awarded on a general pro-rata basis (i.e. the more Applications the less each applicant organisation receives (irrespective of merit), also those with unrealistically large requests would receive more in actual cash terms) as opposed to awards being made on the basis assessed merit and need (recognising that some organisations will necessarily be unsuccessful);*
- c) Whether or not in the case of critical services or activities (which would need to be defined) the 3-year restriction is appropriate.*

4. Recommendations

In view of the suggestion of the Panel outlined above, that all applicants for grants receive funding it was;

RECOMMENDED THAT Tavistock Town Council;

- a) For awards in made in 2019 change the agreed and advertised process (as set out in the above table) for the award of Council grants as follows and instead agree;
 - i. That the highest scoring organisation should receive 100% of the Grant funds applied for;

- ii. That the remaining organisations should receive Grant funding on a pro rata basis based on the actual percentage score achieved, rounded up to the next £;

- b) In the event that the above change is agreed (a refers), based on the above, Tavistock Town Council provide financial support to the organisations, as listed below, with the amounts as indicated;

Organisation	Purpose	Average score	Amount requested	Amount allocated
Tavistock Street Pastors	Towards the costs of equipment and training for 6 new volunteers, plus 'refresher' training for existing volunteers	74.89	£ 750	£ 750
The New Tavistock Youth Café	Towards the costs for materials and expert help with Bush craft, foraging, Art Media, Outdoor Education and cookery sessions	54.56	£ 2,900	£ 1, 583
Led by Dreams CIC	To fund 5 training places for local businesses and professionals	51.56	£ 2,500	£ 1, 289
Citizens' Advice	Towards the costs of recruiting and training 5 new volunteers for the Tavistock office	49.67	£ 4,000	£ 1, 987
Tavistock Library (Libraries Unlimited)	Towards the costs of the refurbishment of various parts of the property plus purchase of some furniture	47.22	£ 3,900	£ 1, 842
Debt Advice Tavistock Area	Towards the costs of providing the service in Tavistock	44.56	£ 500	£ 223
Tavistock Community Gardening	Towards the costs of planters, seeds, compost and tabards for volunteers	43.57	£ 953.05	£ 416
Tavistock Goosey Fair Cattle Market Open Day	Towards the costs of purchasing gazebos and tables, hire of toilets, and advertising fliers and banners for the Open Day	34.56	£ 1,500	£ 519
Junior Life Skills	To cover the cost of hiring the Town Hall for the event	31.00	£ 372	£ 116
Tavistock Athletics Club Ltd	Towards the costs of purchasing 2 new bespoke long jump pit covers	28.25	£ 1,000	£ 283
Dartmoor Velo	Towards the costs of British Cycling Coaching courses (3) and mountain bikes (5)	24.56	£ 2,160	£ 531
Tavyside Badminton	Towards the costs of equipment, First Aid kits, sports kit and training courses	22.11	£ 900	£ 199

Tavistock Rugby Club	Towards the costs of purchasing the land on which the Club and pitches are sited	21.50	£ 4,000	£ 860
Drake Judo Club	To cover the cost of rent and annual membership fees	21.22	£ 1,556	£ 331
West Devon Art Workshops	Towards the costs of art materials, refreshments and tutor fees	12.43	£ 1,104	£ 138
		Totals	£ 28, 095.05	£ 10, 875

c) For future years;

- i. That the Grants Panel be appointed each year at the Annual Meeting of Council, when all other members of Committees, Sub-Committees and Consultative Groups are appointed. This would allow the members of the Panel to meet before the Grant Application period to review and understand the scoring mechanism to ensure consistency, prior to the Grant Application deadline;
- ii. That the Grant Policy be amended to state that no one organisation can apply for a Grant of more than 20% of the overall Grants Budget;
- iii. That based on the number/value/quality of Applications received each year, that the Scoring Mechanism can be re-visited to take this into account, with recommendations then being made to Council for a decision on any changes.

Jan Smallacombe
Assistant to the Town Clerk
TAVISTOCK TOWN COUNCIL