

CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET EXECUTIVE

XX June 2021

**REPORT AUTHOR: County Councillor Iain Macintosh
Portfolio Holder for Housing, Planning & Economic
Regeneration**

REPORT TITLE: Covid Recovery Fund Proposals

REPORT FOR: Decision

1. Purpose

1.1 To outline proposed criteria for the Council's Covid Recovery Fund.

2. Background

2.1 As part of budget setting for 2021-22, Cabinet announced the creation of a specific reserve fund to help support council and community services recover from the impact of the Covid-19 pandemic. The fund will be used over two financial years to deliver a programme designed to deliver county-wide support and complement existing and planned Welsh Government recovery activities. The allocation of £1.8million to set up the fund was approved by Council at its meeting on 25th February 2021. Initial proposals for the Covid recovery programme were considered by Cabinet on 2nd March.

2.2 The programme has two key themes: i. Community and ii. Economy & Environment.

3. Advice

Theme 1 Community – Year 1 (2021/22) £400k

3.1 Covid Community Recovery Grant Fund £300k

3.2 The Powys Covid Community Recovery Grant fund will aim to help community groups, charities, social enterprises, and voluntary organisations support people and communities to respond to the challenges presented by COVID-19. This has an indicative allocation of £300,000 for 2021-22 which includes £100,000 from the Council's existing Community Grant Fund.

- 3.3 The proposed grant criteria and application process for the Covid Community Recovery Grant Fund are provided in Appendix 1. The key objectives of the scheme are:
- To support organisations that need to adapt and change to find new ways of operating due to the Covid crisis.
 - To ensure that safe, resilient, and sustainable practises are introduced to allow continued and enhanced community activities and services to take place.
 - To develop and implement new services and activities, or the extension of existing projects that have been adversely affected by Covid, that benefit people in their local community.
 - To encourage healthier living and wellbeing, enhance the provision of local facilities, activities and community services that have been adversely affected by Covid.
 - To encourage communities to have an active role in the design and delivery of the services they need.
- 3.4 The fund aims to be flexible to support recovery and will be allocated where organisations can demonstrate a required need and where clear benefits and outcomes can be achieved. It will be open to:
- Registered charities
 - Community groups
 - Not for profit / social enterprises
 - Voluntary organisations
 - Community interest companies
 - Arts and cultural organisations
 - Town or Community Councils where they are acting as sole trustee for a Village/Community Hall or other community facility.
- 3.5 Grants will be offered up to an 80% intervention rate for capital and/or revenue expenditure. This is to encourage added value to the Council's investment however, recognising that some organisations may struggle financially, match funding can be either as cash contributions or as staff/volunteer time in kind. Grants will be available up to a maximum of £20,000 and will need to be spent over a maximum period of up to 12 months:
- Up to £5,000 grant for small projects.
 - Up to £10,000 grant for local projects, meeting local need.
 - Up to £20,000 grant will be considered however the council expects organisations to be able to clearly demonstrate that a wider geographical coverage and range of beneficiaries will be supported.
- 3.6 Organisations will apply through the Powys County Council website by completing an online application form (Appendix 2 – Application Form). Applications will be considered at regular intervals as set out in the guidance and scored against the following criteria which will be given equal weighting:
- Contribution to covid recovery

- Community benefits
- Scheme outputs / outcomes
- Value for money

Applications and officer recommendations for the award of grants will be considered by a Covid Community Recovery Grant Panel consisting of appointed Cabinet Members.

3.7 Public Convenience Support £100k

- 3.8 Funding of £100,000 is proposed to support community organisations running public conveniences in Powys. In recognition of the additional costs that COVID has introduced to those community groups running public conveniences, it is proposed to award an equitable sum of £1,785 to each group. There are currently 56 eligible organisations expected to receive grant support.

Theme 2 Economy and Environment – Year 1 (2021/22) £600k

3.9 Business Recovery Support – 3 Officers grade 7 - £120k

- 3.10 The first proposal under the Economy and Environment theme is to fund three new Business Recovery Support Officers to help the local economy and businesses get back on their feet. These will be fixed term posts for 2 years. Contract will be issued for 12 months and will then be reviewed and extended as appropriate. The posts will: -
- Provide additional and dedicated officer resource to help ensure our businesses and communities receive specialist support and make full use of the recovery schemes available to them.
 - Assist the effective implementation and delivery of the Council's Covid Recovery Programme and wider support to help businesses and communities recover from the Covid-19 pandemic.
 - Assist the delivery and promotion of Council services and projects supporting the recovery of the Powys economy and its communities.
 - Help maximise the take up of external support and funding available to businesses and communities.

3.11 Highways Recovery Fund £340k

- 3.12 The second proposal will look to invest in our essential road network. The repair of potholes and preventing them from forming is an important element to improve the condition of roads for all users. Well maintained highways not only improve local productivity but also the environment and makes cycling, horse riding and walking more attractive. This additional funding will provide further support and facilitate the hire of an additional 'Jet Patcher' for circa six months to target priorities across the network. This funding will fix in region of 2500 potholes. (This is on top of the additional revenue funding of £250k 2020/21 and the HAMP investment of circa £10m 2021/22.)

3.13 Financial Recovery Support - £40k

3.14 The third proposal will be to strengthen the Council's existing Money and Advice Team in order to help our local residents get back on their feet. This funding will allow for an enhanced Income and Awards Support Team by providing an additional dedicated Covid support officer.

3.15 The Income and Awards Money Advice team provide a holistic service to residents of Powys around income maximisation, debt advice, budgeting and fuel support. They support customers towards better financial health and last year supported 568 residents with £2m of income gains. Over the next 18 months or so we will see potentially more people losing their way financially as COVID support schemes come to an end. Using this fund to put in place an extra officer will help support this work, delivering financial support to those residents most in need. Each officer post brings in about £500k of income and support gains for customers each year.

3.16 Council Services and Project Specific Support £100k

3.17 The final proposal will help support all of our vital frontline services recover from the impact of the pandemic by providing additional funding to support small scale, recovery specific initiatives and activities which focus on strengthening organisational resilience that will provide for progressive and sustainable service delivery.

3.18 Examples could include: Library provision, arts and culture recovery, human resources, occupational health support for staff, care home support / development, pupil support initiatives. A proforma has been prepared for services to submit proposals under the fund (Appendix 3).

4. Resource Implications

4.1 Funding of £1.8m has been approved for the Council's Covid Recovery Fund and will be held in a specific reserve. This will be supplemented by £100k pa from the Council's existing Community Grant Fund taking the total sum available to £2m which will be drawn down over the next two financial years.

4.2 The Covid Recovery Fund has been developed to maximise the uptake of grant funding within Powys for our businesses, communities and third sector organisations. Any further grant funding secured from Welsh Government or other sources will be in addition to this Fund.

4.3 The Head of Finance (Section 151 Officer) notes the content of the report and can support the recommendation.

5. Legal implications

5.1 The Head of Legal and Democratic Services (Monitoring Officer)...

6. Data Protection

6.1 The fund will be administered in accordance with the Council's data protection policy.

7. Comment from local member(s)

7.1 This is a county wide scheme.

8. Integrated Impact Assessment

8.1 No impact assessment required.

9. Recommendation

9.1 That Cabinet approves the proposals for the Covid Recovery Fund as set out in this report.

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Head of Service:	Diane Reynolds, Head of Economy & Digital Services
Corporate Director:	Nigel Brinn, Corporate Director of Economy & Environment



Powys County Council

Covid Community Recovery Grant

Guidance for Applicants (Draft)

June 2021

1. Overview

Third sector organisations in Powys are facing challenging and uncertain times during the current Covid-19 pandemic. In recognition of the vital role played by the sector, this time limited fund has been made available by Powys County Council to support local organisations improve, develop and deliver their services and activities.

The purpose of the Community Recovery Grant is to help community groups, charities, social enterprises and voluntary groups supporting people and communities in Powys respond to the challenges and impact of the Covid-19 pandemic. It aims to assist recovery and help organisations develop flexible and responsive plans and activities to become more resilient and financially sustainable in the future.

2. Areas of Support

- To support organisations that need to adapt and change to find new ways of operating due to the Covid crisis.
- To ensure that safe, resilient, and sustainable practises are introduced to allow continued and enhanced community activities and services to take place.
- To develop and implement new services and activities, or the extension of existing projects that have been adversely affected by Covid, that benefit people in their local community.
- To encourage healthier living and wellbeing, enhance the provision of local facilities, activities and community services that have been adversely affected by Covid.
- To encourage communities to have an active role in the design and delivery of the services they need.

Examples could be:

- Expansion of services or activities into a new geographical area
- Activity to increase number of end beneficiaries / service users
- New income generation activities
- Building alterations or purchase of equipment to enhance facilities and services
- Formation of a trading subsidiary to expand service delivery to become more financially sustainable
- Recruitment and support of volunteers to provide additional capacity

3. Funding Level

Grants will be offered up to an 80% intervention rate for capital and/or revenue expenditure. Match funding can be either as cash contributions or as staff/volunteer time in kind:

- Up to £5,000 grant for small projects.
- Up to £10,000 grant for local projects, meeting local need.
- Up to £20,000 grant will be considered however the council expects organisations to be able to clearly demonstrate that a wider geographical coverage and range of beneficiaries will be supported.

4. What Can be Funded

The fund aims to be flexible to support recovery and will be allocated where organisations can demonstrate a required need and where clear benefits and outcomes can be achieved. You will be expected to break down what you plan to spend the funds on in your application. The grant is to be spent over a maximum period of up to 12 months.

As a guide, examples of eligible costs include:

- Marketing costs relating to new activity or an improved service.
- The costs associated with setting up or improving an income generation / fundraising strategy or activity.
- Costs associated with amending your website to include the ability to make sales / take bookings / accept donations etc.
- Capital purchases for equipment or materials needed for new or improved activity and services.
- Costs associated with adapting premises for re-opening, operating safely and broadening community participation.
- New or additional services delivered where these directly support recovery plans.
- Small capital expenditure to enable groups / volunteers to operate safely, signage, screens.
- Contributions towards staff salaries for new posts / consultants related to proposed recovery activity.

5. What cannot be funded

- Individuals for their personal needs
- Existing staff salaries
- Overseas travel or expeditions for individuals and groups
- Private groups or individuals operating as a business for profit
- General building or ground maintenance
- National appeals or campaigns
- Projects/services operating outside of Powys

6. Who Can Apply

The Powys Community Recovery Fund is open to:

- Registered charities
- Community groups
- Not for profit / social enterprises
- Voluntary organisations
- Community interest companies
- Arts & Cultural Organisations
- Town or Community Councils (acting as sole trustee for a Village/Community Hall or other community facility)

To be considered for support, your organisation must:

- Be an incorporated body based in Powys and benefiting Powys residents and communities
- Have governing documents (constitution) and related policies
- Have had significant disruption to operations and service delivery due to Covid-19
- Have been established and operating before 1st April 2020

DE MINIMIS AID

- De minimis aid is a generic term for small amounts of public funding awarded to a single recipient. The current de minimis threshold is set at €200,000 (approx. £160,000) over a rolling three fiscal year period. If you require further information, please follow the link:

<https://wcva.cymru/wp-content/uploads/2020/02/02-State-aid-Information-for-the-third-sector-01-10-19.pdf>

7. Who Cannot Apply

- Un-constituted groups
- Projects that promote or benefit a belief or faith
- Projects that promote or benefit a political party
- Private individuals
- Activities where UK or Welsh Government or another public body are the statutory funding agency
- Organisations with subsidiary entities (eg a separate trading arm) are only eligible to make one application

8. Application Process

- Organisations can apply through the Powys County Council website and will need to complete the online application form.
- Applications will be considered on a regular basis in accordance with the closing dates listed below:

Funding Round	Closing Date	Panel Date
One	30 th June 2021	14 th July 2021
Two	15 th September 2021	29 th September 2021
Three	24 th November 2021	8 th December 2021
Four	23 rd February 2022	9 th March 2022
Five	17 th June 2022	1 st July 2022

- Please note the continuation of this fund will be dependent on the availability of funds. The Council has the right to cease the grant scheme should it become oversubscribed and if the funding allocation for 2021-23 is used up prior to 17th June 2022.
- A grant cannot be sought for retrospective projects or expenditure.
- It is a requirement of the applicant to ensure all necessary legislation, permissions, regulations and consents are in place where required. The applicant is wholly responsible for ensuring that all aspects of the scheme are

in compliance. Failure to do so may result in no grant being paid. If your project requires permissions or consents, you can still apply but you will need to explain your timetable for obtaining them in your application.

- Once an application is validated it will then be processed and a decision will be made in accordance with the above panel dates.
- Applications will be scored against the following criteria on an equal weighting and considered by the Council's Community Recovery Grant Panel:
 - Contribution to covid recovery
 - Community benefits
 - Scheme outputs / outcomes
 - Value for money
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- If you are successful you will receive a grant agreement for you to sign and return to us. The grant agreement sets out the terms and conditions of our funding that we ask organisations to comply with in exchange for the grant.
- If you are unsuccessful, we will write to you and let you know the reasons for this.
- The funding will be allocated on a 'first come, first served' basis. However, the Council reserves the right to move from a first come first served basis to a more selective process depending on demand and funds remaining.
- This is a discretionary grant and there are no rights to appeal the Council's decision.

9. Procurement

- In order to ensure best value for money, all goods and services claimed for as part of the project need to be openly and fairly procured. Applicants need to provide written quotes, references to catalogue listings or formal tenders as part of their application.
- The following guidelines should be followed depending on the value of an individual item:

Up to £5,000 – A minimum of **2 written Quotation** must be obtained and retained.

£5,000 - £20,000+ - A minimum of **3 written Quotations** must be sought from competitive sources. The quotes must be based on the same specification and evaluated on a like for like basis.

10. Payment of Grant

- On completion of projects, organisations will be required to provide evidence of work / activities carried out and submission of paid invoices/receipts/timesheets etc. We will need to see proof that the invoice(s) / costs have been paid.

11. Monitoring & Evaluation

- Grant recipients will be asked to provide a report summarising progress against the delivery of agreed outcomes / outputs identified in the proposal. The Council's Officers may visit to verify details of the project.

12. Publicity

- The Council will require successful applicants to fully acknowledge the support received from Powys County Council. This may take form in a number of ways, depending on your project.
- The Council reserves the right to publicise any grant support.

13. Further Information

For further information please contact communitydevelopment1@powys.gov.uk
tel. 01597 827659.

Powys County Council

Covid Community Recovery Grant Application Form

(Draft)

Please read through the application criteria and guidance notes before you start to fill in this application.

This form has been designed so you can provide the standard information we need to assess your proposal. Your answers should show that you have thoroughly considered every aspect of your proposal.

Along with your application please submit the following:

- Your organisation's constitution or memorandum and articles of association
- A copy of your latest audited accounts
- Your organisation's equal opportunities policy
- Your organisation's health and safety policy
- Your organisation's child protection policy (if applicable)

If you are unable to do so, please explain here:

Before you submit this application form please check that you have:

- Completed every question on the application form
- Kept a copy of the application form for your own records
- Included any additional information requested

For further information or support please contact
communitydevelopment@powys.gov.uk or tel. 01597 827659

1. Your Organisation

Name of Project	
Organisation	
Contact Name	
Position	
Organisation Address	
Post Code	
Telephone Number	
Email	
Website Address	

2. What is your organisation's legal status?

Please tell us the legal status of your organisation eg. registered charity, not for profit / social enterprise etc

Company or Charity Number (if applicable):

3. When was your organisation established?

4. How many people are involved in running your organisation?

Board/ committee members/ trustees	
Paid employees: full time	
Paid employees: part time	
Volunteers	

5. Organisation aims, objectives and governance

What are the main aims and objectives of the organisation and what is its governance structure?

6. Please indicate the level funding you are applying for

Up to £5,000 grant for small project	
Up to £10,000 grant for local projects meeting local needs	
Up to £20,000 grant covering a wider geographical coverage and range of beneficiaries	

7. Project summary (max 300 words)

Tell us what you are looking for funding from the Community Recovery Fund to do and how it will have a positive impact for the people and communities you work with.

8. Need for the project (max 300 words)

Explain how the project will respond to the challenges and impacts of Covid and help support recovery. How have members of the community been engaged in the planning and design of the project?

9. Partner organisations

If you are applying as part of a partnership, please tell us who you are working with and how you will work together.

10. Implementation

What arrangements will be put in place to ensure the successful management and delivery of the project?

11. Show how your project contributes to Powys County Council's Vision 2025 priorities (your project may not fit in all 4 categories)

Supporting the Economy	
Supporting Health & Care	
Supporting Residents & Communities	
Strengthen Learning & Skills	

12. Timescales

Please indicate the estimated timescales for implementing the project

Start Date	
Completion Date	

13. Will your organisation be able to reclaim the VAT element of project expenditure?

Yes		No	
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14. Total project costs ((Ex VAT for VAT registered organisations)

Total project cost	£
Amount of grant requested	£
Match funding & source (if applicable)	£
Grant rate	%

15. Breakdown project costs

Please give a detailed estimation of the project costs. Ex VAT for VAT registered organisations

Item	Cost
Total costs	

16. Match Funding

Please give details of other funding sources for this project/activity

Description	Amount	Name of funding	Confirmed Yes/No

17. Government Support (De-minimis)

Please give details of other funding sources for this project/activity

Description	Amount	Name of funding	Confirmed Yes/No

18. Funding risks

Which, if any, of the funding is at risk? State the reason and contingencies that are in place if the funding is not available.

19. Outputs

Please list estimated outputs which will be delivered through the project eg. number of new users supported, new income generated etc

Output	Quantity

20. Monitoring

What procedures are to be put in place to monitor and project and its outputs?

21. Value for money

Please describe how this project demonstrates value for money.

22. Forward Strategy

Please state how the project will continue after the grant funding support ceases or how the project will be wound up.

Data Protection

Information collected in this form will be used confidentially in accordance with the Council's privacy and data protection policies (insert link).

Declaration

I confirm that to the best of my knowledge and belief, all of the information I have given in this application form is accurate in all respects, and I confirm that if there is any change to the information provided above I will write and advise accordingly.

I also confirm that the proposal in the application falls within the objects and powers of the constitution or Memorandum and Articles of Association.

Name:
Position:
Signed:
Date:

Appendix 3 – Covid Recovery Fund Service Specific Proposal Proforma

Service Area:		Date:	
		Prepared by:	
Requirement <i>summary of proposal</i>			
Background <i>context to proposal</i>			
Need <i>how will the proposal support covid recovery?</i>			
Preferred Solution <i>why is this option proposed?</i>			
Outputs / Outcomes <i>What will the proposal deliver?</i>			
Funding Request <i>Total and itemised costs</i>			
Signatures	Proposed by (Requisitioner)	Authorised by (Service Head)	
 Date: Date:	