

Grants Determination Sub-Committee Tuesday 5 th December 2017	
Report of: Debbie Jones, Corporate Director, Children's Services.	Classification: Unrestricted
Event Fund Report for Applications Received Quarters 1 – 3, 2017-18	

Lead Member	Cabinet Member for Culture and Youth
Originating Officer(s)	Alison Denning
Wards affected	All Wards
Key Decision?	No, no decision required
Community Plan Theme	One Tower Hamlets

Executive Summary

The Event Fund is a small grant fund, totalling £52,500 per annum, for community arts events which has been operating successfully for a number of years. It works on a rolling programme operating to quarterly deadlines from 1st April 2017.

The Event Fund is designed to support small scale local events with arts content to encourage participation from the local community across the borough. The Event Fund provides small grants for high quality public events and festivals, which are accessible to, and of benefit to, the community; and to promote the One Tower Hamlets principles across the borough, which are:

- Tackling Inequality
- Strengthening Community Cohesion and,
- Building Community Leadership

The fund is part of the Council's revenue budget and is intended to support the delivery of the Council's Community Plan priorities and contribute to its four themes:

- A Great Place to Live**
- A Fair and Prosperous Community**
- A Safe and Cohesive Community**
- A Healthy and Supportive Community**

The projects are expected to demonstrate:

Administration and management of events

- An engaging programme of events which are either directly delivered or which are provided in partnership with groups or community organisations.

A robust process for collaborating with community groups or organisations

- Evidence that they have a strong approach to partnership, and its processes, working with local organisations across the borough.

A strong understanding of equality, including:

- Understanding of the council's commitment to equality through the Community Plan as detailed in the Single Equality Framework.
- A proposal that articulates the issues or topics that will be addressed through the events; why these issues have been identified; and how resolving the issues will assist the council to achieve the One Tower Hamlets principles.

Mayor's Priorities:

The Event Fund contributes towards the following strands of the Mayor's key priorities:

- Creating Jobs and supporting the growth of the Local Economy;
- Young People and Schools;
- Older People and Health;
- Community Safety and Community Cohesion;
- Environment and Public Realm; and
- Arts, Heritage, Leisure and Culture.

Monitoring and evaluation

- Organisations are expected to have a system in place to measure the outputs and outcomes.
- Delegated authority to award the Events Grant was granted by the Commissioners, on 9th September 2015, to the Divisional Director, Sports, Leisure and Culture

This report provides an overview of Event Fund applications for events taking place within quarters 1 to 3 (between April 1st and December 31st 2017), and the outcome of events in quarter 1 (April – June inclusive). The report provides information about applications submitted, including details of those that were and were not successful, with an explanation and breakdown of the amounts spent; the wards covered and the number of beneficiaries expected in quarters 1 to 3 and details of actual delivery for quarter 1.

Recommendations:

The Grants Determination Sub-Committee is recommended to:

1. Note the contents of this report.

1. REASONS FOR THE DECISIONS

1.1 This report is for information only.

2. ALTERNATIVE OPTIONS

2.1 There are no alternative options.

3. DETAILS OF REPORT

3.1 The total budget available for the Event Fund is £52,500 per year. The Event Fund has run on a rolling programme of monthly deadlines for applications for many years, and the Financial year 2017-18 is the first year that the deadlines have moved from monthly to quarterly. The decision to move to quarterly was taken to ensure that there is a more even spread of funding across the year as quarterly decisions will be made in one go.

3.2 An Eligibility Quiz was introduced in 2017-18 which applicants are required to complete before they start on their application form. The Eligibility Quiz asks a number of questions which all require a 'yes' answer in order to proceed with the form including information about the organisation and the event e.g. the Event has Arts content, is open to the general public, takes place in Tower Hamlets. However some applicants may tick 'yes' and proceed, even though they are not actually eligible, e.g. a school is not eligible for funding if their project takes place entirely within their premises as this is not open to the general public. These would then have been rejected as part of the assessment process.

3.3 Applications were all assessed by three officers independently of each other. Applications were initially checked for eligibility. If not eligible they were rejected and not assessed. If eligible, applications were scored across the following areas:

- Track record of delivery for the organisation,
- Event outline,
- Benefit - how it meets the Event Fund Priorities, and objectives of One Tower Hamlets ,
- Accessibility and marketing,
- Partnerships and community involvement,
- Outcomes, and
- Value for money.

These areas form 7 sections on the assessment form for the Event Fund 2017-18 and each area attracts a maximum score of 5, with the overall application receiving a maximum score of 35 by each assessor. The three assessors' scores are then added together to give a maximum score of 105 where score 1= very poor and score 5 = Excellent. Applications not scoring

sufficiently during the assessment process were declined. The minimum score of 3 out of 5 for each section, was recommended by the Commissioners. A minimum score of 3 needed to be achieved for the response to the question about Benefit, in order for the application to be considered for funding. The ultimate decision on successful awards and amounts was made by the Divisional Director, Sports, Leisure and Culture on a quarterly basis once applications had been assessed and scored by officers. For full details of the Guidelines and Criteria, please see Appendix A.

Please see APPENDIX E: Application Form Questions Quarters 1 and 2.

Feedback from the Grants Determination Sub-Committee (GDSC), Assessors and Applicants concluded that the amount of information required was excessive and a review was carried out to simplify the process and forms.

Following the review, the new and greatly simplified application form and scoring system were utilised for the third round of applications (quarter 3) which now has 2 funding options: An up to £500 funding option; and £501 - £2500 funding option.

A trial version of the up to £500 options was used for a special allocation of funding to support the Great Get Together / Big Lunch initiative in honour of the late Jo Cox, MP (quarter 2). For quarter 3, the applications were assessed against 8 sections on the assessment form, with each section scoring a maximum of 5 points, where score 1= very poor and score 5 = Excellent, raising the maximum score to 120.

Please see APPENDIX F: Application Form Questions Quarter 3.

- 3.4 **Quarter 1:** A total of £ 7,870 was awarded for events that benefited 9,250 beneficiaries covering events in Weavers; Blackwall and Cubitt Town; Spitalfields and Banglatown; and Bow East wards.

A total of 6 applications were received

A total of 5 applications were awarded funding.

A total of 1 application was declined funding.

Quarter 2: - A total of £15,000 was awarded for events that were estimated to benefit 88,010 beneficiaries covering events in Mile End, Poplar, Blackwall and Cubitt Town, St Peter's, Shadwell, Limehouse, Bow West, Bow East, Bethnal Green, Whitechapel, Spitalfields and Banglatown, St Katharine's Wapping, Weavers, Lansbury, and St Dunstons wards.

One event also covered Hackney and City as part of the of the Art Nights programme (which also included Whitechapel, St Katharine's Wapping Spitalfields and Banglatown wards).

A total of 17 applications were received.

A total of 11 applications were awarded funding.

A total of 6 applications were declined funding.

Great Get Together / Big Lunch — A total of £2,725 was awarded for events that were estimated to benefit 1132 beneficiaries covering events in St Peters, Bow West, Weavers, Bethnal Green, Mile End, and Bow East wards

A total of 11 applications were received

A total of 11 applications were awarded funding

A total of 0 applications were declined funding

Quarter 3: - A total of £18,300 was awarded for events that were estimated to benefit 49,950 beneficiaries covering events in Lansbury, St Peter's, Whitechapel, Bethnal Green, St Dunstan, Spitalfields and Banglatown, Weavers, Canary Wharf, Island Gardens, Bow East, St Katharine's and Wapping wards.

A total of 22 applications were received

A total of 17 applications were awarded funding

A total of 5 applications were declined funding.

The total number of beneficiaries for quarters 2 and 3, and the Jo Cox events are based on the projected numbers given on the applications and the final numbers will be included in the Annual Report once the evaluations have been received.

Quarter	Total Award	Number of applications	Number awarded	Number declined
1	£7870	6	5	1
2	£15,000	17	11	6
Great Get Together / Big Lunch	£2725	11	11	0
3	£18,300	22	17	5
Total	£43,895	56	44	12

A full list of the applications received for quarters 1 to 3 can be seen in Appendix B.

Quarter one monitoring results

- 3.5 With the new quarterly deadlines, there is a new timeline for receiving Event Fund evaluations post event. It is therefore only possible to provide the monitoring information for quarter 1.
- 3.6 The full monitoring for 2017/18 will be included in the Event Fund Annual Report in July / August 2018. For Monitoring information please see Appendix C. Please note, that the majority of the monitoring information provided is based on estimates. Due to the nature of many of the events taking place, it is not always possible to glean actual numbers of people attending or a

breakdown of ethnic group, age etc. For full details of application and evaluations deadlines, see Appendix A. Guidelines and Criteria.

- 3.7 Further revision was made of the forms and a new version will be used in quarter 4 which applicants access via a link on the Tower Hamlets website: <http://www.towerhamletsarts.org.uk/?s=45>
- 3.8 Applications were received for events in all 20 wards. However, following assessment, events receiving awards are due to take place in 19 wards with the exception being Bromley North. For full list of applications received and where each event was proposed to take place, and for a breakdown of venues and wards see Appendix D.
- 3.9 Applications were received for events to take place in 67 venues. however, some of these venues changed or will change, so the final list will be included in the Event Fund Annual Report .

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report complies with the requirement to provide updates to the Grants Determination Sub Committee on payments awarded from the Events Fund. The total amount available for the community arts events fund in 2017/18 is £52,000.
- 4.2 A total of £43,895 has been awarded for quarters 1 to 3 in 2017/18 and there is no overspend anticipated at the end of the financial year.

5. LEGAL COMMENTS

- 5.1 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in paragraph 7 of the report.
- 5.2 Applying this duty to grants, the Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.

5.3 This report provides the Grants Determination Sub-Committee with a performance update for quarters 1 to 3 of 2017/2018 on applications received for grants from the Events Fund.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Event Fund is designed to support small local events that bring people together and help promote a sense of community. The Event Fund helps to support the diverse local community to celebrate this richness of cultures helping to promote cultural understanding, a sense of inclusion and tolerance and promoting conditions conducive to a sense of wellbeing, community and local pride. Many of the events promote diversity, equality and intergenerational work which support the Council's One Tower Hamlets theme, making a significant contribution to creating a cohesive community.
- 6.2 All applicants must demonstrate that they will comply with the Equality Act 2010 and will not discriminate on the grounds of any of the protected characteristics specified in the Act. All groups funded must fill in the monitoring forms supplied to them which include a template for recording the nine protected characteristics. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics. Further work has been done with the One Tower Hamlets team, and some of the protected characteristics will no longer be required in the monitoring of events, however, events cannot discriminate on grounds of any of the nine protected characteristics.
- 6.2 An equality analysis has been completed (Appendix G); the Equality Checklist (Appendix H), and Monitoring Information for Quarter 1 is also attached (Appendix C).
- 6.3 The monitoring data collated from the first round of applications indicated in the report, provides an overview of the characteristics and wards which have been met, and identifies those areas that need to be targeted for future rounds and officers endeavour to pro-actively engage with the community to increase participation in these areas through social media, workshops and other targeted means. However, with limited resources, we have limited success in increasing participation. The introduction of workshops in different locations around the borough before each application deadline has sought to address this and continue with raising awareness and encouraging participation and applications to the Event Fund.
- 6.4 We received feedback from the Commissioners and Grants Scrutiny Sub Committee when presenting the Quarter 1 Report on 8 November 2016 that the process is difficult for some organisations and that further work is needed to engage with the community across the borough. This has been addressed through the review of the application process and the introduction of workshops. The first 2 quarters of 2017/18 continued with the old version of the application form, however a revised and shortened / simplified version was introduced for quarter 3 applications.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The conditions of the Event Fund state that it cannot be the sole source of funding, so it helps to lever in other funding and assistance in kind for community activity. It supports valuable community led activity supporting a range of key strategic objectives of the Council in a cost effective manner which would otherwise be unlikely to take place (annually it supports circa 40 – 50 community events). The Council therefore receives added value from the events supported through their additional funding received from other sources.

The exceptions to this are certain strategic priorities such as Black History Month and special one off events such as the Great Get Together in honour of Jo Cox MP, where some of the applicants may have small events where there is no additional funding. For these, some of the criteria are relaxed, including the need for additional cash funding. This tends to just apply to the smaller requests for funding of amounts of £500 or less. With the introduction of the new application forms for 2017-18 following the review, there are now 2 versions and the one for under £500 has less stringent requirements for additional funding.

- 7.2 The new quarterly deadlines for applications will ensure that each quarter is assessed fairly and equal weight is given to all applications within that quarter and funding amounts can be more consistent.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 N/A

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 The Council retains a 20% proportion of the grant which is paid on receipt of satisfactory monitoring information post event. Any group not providing required information would lose their second payment and may not be eligible for future funding. The Grant process is audited as determined by corporate risk management arrangements.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 Free community events help to promote community cohesion which in turn helps to reduce crime and disorder, particularly where young people are engaged in volunteering and supporting local events.
- 10.2 Priority is given to arts events which involve young people, encourage personal responsibility and making a positive contribution to the community.

11. SAFEGUARDING IMPLICATIONS

- 11.1 [Authors should identify any safeguarding risks or benefits from the proposals detailed in the report.]
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Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- APPENDIX A: GUIDELINES AND CRITERIA QUARTERS 1&2
- APPENDIX B: APPLICATIONS RECEIVED FOR QUARTERS 1-3
- APPENDIX C: MONITORING INFORMATION QUARTER 1 (TO FOLLOW)
- APPENDIX D: VENUES AND WARDS QUARTERS 1-3
- APPENDIX E: APPLICATION FORM QUESTIONS QUARTERS 1&2
- APPENDIX F: APPLICATION FORMS QUARTER 3 QUESTIONS
- APPENDIX G: EQUALITIES ANALYSIS (TO FOLLOW)
- APPENDIX H: EQUALITIES CHECKLIST (TO FOLLOW)
- APPENDIX I: GUIDELINES AND CRITERIA QUARTER 3

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- List any background documents not already in the public domain including officer contact information.
- These must be sent to Democratic Services with the report
- State NONE if none.

Officer contact details for documents:

Or state N/A