

Report to	-	Cabinet
Date	-	12 February 2018
Report of the	-	Executive Director of Business Operations
Subject	-	Royal Wedding Grant Fund

Recommendation: It be **RESOLVED:** That:

- 1) a fund of £10,000 from the Community Grants Scheme be approved for supporting community events to celebrate the forthcoming Royal Wedding of Prince Henry of Wales and Meghan Markle;
 - 2) delegated authority be granted to the Executive Director of Business Operations in consultation with the Chairman of the Community Grants Panel, Councillor Ganly to award or refuse grants within the criteria set out at paragraph 3 to the report; and
 - 3) if approved, the Chairman of Council be invited to advise the Royal Household of the Council's support to community activity in celebration of the wedding of Prince Harry and Meghan Markle.
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Service Manager: Brenda Mason

Lead Cabinet Members: Councillors Lord Ampthill and Ganly

Introduction

1. Members will be aware that Prince Henry of Wales, Prince Harry, is to marry Meghan Markle on Saturday 19 May 2018 at Windsor Castle. In the tradition of Her Majesty the Queen's Golden Jubilee 2002 and Diamond Jubilee 2012, it is proposed that a fund is set aside from the Council's Community Grant Scheme to promote community and neighbourhood events that celebrate the occasion and support the promotion of community resilience.
2. This report sets out the proposed framework for such a Fund and in view of the time constraints proposes delegating approval of the small grants to the Executive Director of Business Operations in conjunction with the Chairman of the Community Grants Scheme Panel, Councillor Ganly. In the unlikely event that Councillor Ganly has a personal and prejudicial interest in any application this will then be delegated to another Member of the Community Grants Panel.

Grants Criteria

3. It is proposed that Town and Parish Councils and properly constituted community groups are encouraged to organise commemorative or celebratory events on or around the date of the Royal Wedding on 19 May 2018. To support this activity it is proposed that the Council match funds, pound for pound, relevant expenditure to a limit of £500 of grant funding per application. A total fund of £10,000 is recommended and would be allocated on a first come, first

served basis. An application form and guidance is attached at Appendix 1 for consideration.

4. In addition, officers have been involved in preparations for a celebratory community event on the De La Warr terraces and lawns, Bexhill, under the leadership of Howard Martin of the Bexhill Chamber of Commerce. In view of the numbers expected at this event it is proposed that as well as concessionary use of the land (that can be approved by the Service Manager – Community and Economy under an existing delegation), the Council award up to £1,000 of match funding to this event from the £10,000 Fund. Hastings Direct has already committed funding and Councillor Hollidge and the Regeneration and Tourism Officer are supporting the stakeholders group. Should this request be approved, this will leave £9,000 remaining in the Fund to be awarded to other successful applications.
5. There are some constraints in operating a grant funding scheme to this tight timetable and it is therefore proposed that delegated authority be granted to the Executive Director of Business Operations to make the final decisions on the award of grants, in consultation with the Chairman of the Community Grant Scheme, Councillor Ganly. Provided that applicants are eligible bodies and meet the simple funding criteria there will be a presumption that match funds will be made available.

Conclusion

6. Experience has shown that community activity of this kind goes a long way to support community resilience and break down feelings of isolation or loneliness. The ethos of 'the good neighbour' and community volunteering is supported and social gatherings open to all help people to get to know each other in both urban and village settings. The allocation of a small grant to offset event costs can act as a sufficient lever to sustainable activity over the longer term.
7. It may be appropriate, if approved, to let the Royal Household know of the Council's support to community activity in celebration of the wedding of Prince Harry and Meghan Markle in the form of a letter from the Chairman of Council.

Dr Anthony Leonard
Executive Director of Business Operations

Risk Assessment Statement

There are no risks associated with this report and proper use of the funding will be achieved through careful administration in line with our extensive experience of grant funding.



ROTHER DISTRICT COUNCIL ROYAL WEDDING CELEBRATION 2018 GRANTS SCHEME GUIDANCE

Rother District Council has agreed to set up a grants fund to recognise the
**ROYAL WEDDING CELEBRATIONS OF PRINCE HARRY
AND MEGHAN MARKLE**

The official Royal Wedding Celebration weekend will be on Saturday 19 May 2018.

Grants can be made for a maximum of £500, and the maximum number of grants has not been set. The grant pot is set at a maximum of £9,000.

Applications will be assessed on their individual merits and against the criteria within this guidance.

1. Rother District Council **Grants will be offered to properly constituted community groups and Parish and Town Councils within the Rother District.**
2. The fund will open from Thursday, 22 February 2018 and each application will be considered on its own merits. The expectation is that events will take place on or around the celebration weekend of 19/20 May 2018.
3. Applications will be considered as they are received by the Council **and applicants will be notified of the decision within 14 days of receipt.** The closing date for the Grants scheme is 9am on Monday, 30 April 2018.
4. All projects must demonstrate a clear link to the Royal Wedding Celebrations and actively benefit Rother residents, promoting access for all and community wellbeing.
5. Funding will not be granted towards firework displays.
6. Applicants will have to demonstrate that Rother District Council funding is at least matched pound for pound by other funds and will need to show they have a bank account in place to process the grant.
7. All community events must, in some way, acknowledge Rother District Council's contribution.
8. Advice about obtaining public liability insurance, licences etc may be sought from Town and Parish Councils and Rother Voluntary Action (RVA).

For further information contact us via email at: communitygrants@rother.gov.uk

Royal Wedding Celebration Grants Scheme Application Form

Please ensure that you have read the
Guidance Notes and
Criteria before completing this form



Contact details

Name of organisation applying

Contact Name

Position in the organisation

Address Post code:

Contact telephone number

E-mail address

How would you describe your organisation? eg Town or Parish Council, Registered
Charity, Community
Organisation, other (please
specify):

Registered Charity No:

About the Project

Q.1 What will you use the grant for? How will it celebrate the Royal Wedding?

Q.2 Where and when will the project take place (identify location within Rother or
how accessible by Rother residents)?

Q.3 Who will benefit from this project (names of groups, numbers and ages)?

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Please send any letters of support from community groups supporting the project (e.g. from the Town or Parish Council, local school, clubs and societies).

Funding

Q.4 What is the total cost of the project including VAT?

£

Q.5 Are you able to reclaim VAT?

Yes/No

Q.6 How much has your organisation committed to the Project?
(Must be at least 50% of total project cost)

£

Q.7 How much are you requesting from Rother District Council?

£

Note: Your project/scheme will need to be supported by your local Ward Member/s.
You can find their contact information on the Council's website. Please provide the signature of the Ward Member/s in the box below with their written observations

Signature of Ward Member/s:

Name (please print):

Written observations by Ward Member/s

If successful, we will require your organisation's bank details in order to pay the grant. You must supply the following information:

Organisation/group name on the account	
Account Number	
Sort Code	
Name of Bank/Building Society	
Bank/Building Society address (inc post code)	

Signed:

Print name:

Date:

Position:

Checklist

Have you remembered to include (where applicable):	✓
Bank details included on application form (name of bank/building society, account number, and sort code)	
Project/scheme supported by local Ward Member/s, including signature and observations	

Please send your completed application form to:

Community Grants Scheme
Programme & Policy Office
Community & Economy Service Area
Rother District Council
Town Hall, Bexhill on Sea
East Sussex, TN39 3JX

Or email it to: communitygrants@rother.gov.uk

This information can be made available in large print, Braille, audiotape/CD or in another language upon request. Please use the contact email above should you require this.

For Office use only:

Date received by RDC: _____

Date considered by Officer _____

Date approved by Officer _____

Executive Director signature _____