

North Lanarkshire Council Report

Community Empowerment Committee

approval noting

Ref LMCM/MC/GS

Date 31/01/22

Campsies Grant Award Programme

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Executive Summary

Following the council decision in May 2018 to wind-up the Campsies Centre (Cumbernauld) LTD (CCCL) and the subsequent transfer of assets from CCCL to the council on the 30th June 2021; a balance of £586,161 was available to be used in support of current or new activities, projects and initiatives delivered by community and voluntary organisation operating within the boundaries of Cumbernauld. It was agreed that this funding would be allocated to a new grant programme, to be named Campsies Grant Award Programme and that the programme would closely mirror the Council's well-established Grant Awards Programme.

The purpose of this report is to provide the Community Empowerment Committee with an update on the financial commitments, together with an outline of progress with the projects previously approved by committee at its meetings on 23rd August and 1st November 2021.

Details of the Funding Agreement which will be applied to all successful applications along with the performance measures which will form part of the reporting and monitoring process, is included in Appendices 4 and 5 of this report.

Recommendations

It is recommended that the Community Empowerment Committee endorse:

- (1) the funding agreement included within Appendix 4 which will be issued to all organisations in receipt of a funding award; and
- (2) the performance measures as set out in the document in Appendix 5 which will be issued to each organisation for completion for reporting and monitoring purposes.

The Plan for North Lanarkshire

Priority Enhance participation, capacity, and empowerment across our communities

Ambition statement (19) Improve engagement with communities and develop their capacity to help themselves

1. Background

1.1 Funding Allocations – Campsies Grants Programme

- 1.1.1 The programme was funded from the balance of unaccounted funds at the time of the winding-up of CCCL and the transfer of assets into the council. £586,161 was available for the programme
- 1.1.2 Two rounds of the programme have been delivered during 2021.

2. Report

2.1 Campsies Grant Awards Programme – Round 1 Update

- 2.1.1 Further to the decisions made at the Community Empowerment Committee on 23rd August 2021, where 9 organisations were approved for Round 1 funding, progress updates are provided in Appendix 1. Funding has now been released to eight organisations and monitoring arrangements are now operational.

2.2 Campsies Grant Awards Programme – Round 2 Update

- 2.2.1 Further to the decisions made at the Community Empowerment Committee on 1st November 2021, Officers have now notified all applicants regarding the outcome of the round two applications. Feedback and further guidance has been offered to organisations whose applications were unsuccessful.
- 2.2.2 The 23 organisations recommended for approval in principle are listed in Appendix 2. They have been contacted by officers to discuss the next steps, including confirmation of any conditions that require to be satisfied.
- 2.2.3 As previously indicated, to achieve a balanced budget, the funding award for each organisation will be reduced by 1%. The new award value has been included in Appendix 2.
- 2.2.4 Cumbernauld Councillors (Ward, 2,3 and 4) have been invited to attend an update briefing to hear feedback from any due diligence checks made by officers.
- 2.2.5 Funding is now in the process of being released to all organisations and monitoring arrangements have been confirmed. The monitoring process will continue until the funding period is concluded. The funding period duration will be between 12 and 24 months.

2.3 Funding Agreement / Performance Monitoring

- 2.3.1 An updated funding agreement (included in Appendix 4 of this report for the information of members) has been prepared. This updated funding agreement will be applied to all organisations awarded £5,000 or more. The funding agreement requires to be accepted and signed off by the organisation before funding is released.
- 2.3.2 The funding agreement is issued with a Table of Performance measures (see Appendix 5). This will be used by organisation to report performance and expenditure and is required to be submitted by the organisation on a quarterly basis. Following submission, the monitoring officer will arrange to meet the organisation to discuss and check the contents.

2.3.3 Funded organisation from Campsies Grant Awards (Round 1) will be due to submit their first returns by 28th February 2022.

2.3.4 Funded organisation from Campsies Grant Awards (Round 2) will be due to submit their first returns by 29th April 2022.

2.4 **Budget Commitments and Position**

2.4.1 Appendix 3 outlines the commitments for both rounds of the Campsies Grant Award Programme. The remaining balance is £132.69. The programme is fully committed and there will be no further rounds at this time.

3. **Public Sector Equality Duty and Fairer Scotland Duty**

3.1 Fairer Scotland Duty

3.1.1 The approved award criteria have been subject to an integrated Fairer Scotland Duty/Equality Impact Assessment as carried out previously for the Council's Grant Award Programme.

3.2 Equality Impact Assessment

3.2.1 The approved award criteria have been subject to an integrated Fairer Scotland Duty/Equality Impact Assessment as carried out previously for the Council's Grant Award Programme.

4. **Impact**

4.1 Financial impact

4.1.1 Details of the Campsies Grant Programme applications assessed to date together with recommendations are listed in Appendix 1 and 2. Awards will be met from the funding transferred to the council following the dissolution of CCCL.

4.2 HR policy / Legislative impact

4.2.1 None.

4.3 Technology / Digital impact

4.3.1 None specific to the Council's Digital NL programme.

4.4 Environmental impact

4.4.1 Some of the organisations funded via the Campsies Grant Programme deliver programmes/ services that impact positively on the environment of North Lanarkshire communities.

4.5 Communications impact

4.5.1 None specific to the content of this report.

4.6 Risk impact

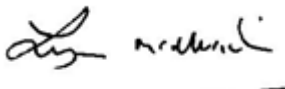
4.6.1 None.

5. Measures of success

- 5.1 Outcomes delivered by the Grant Funded Organisations meet those set out in their applications.
- 5.2 Suitably robust governance and oversight arrangements in place to consider and allocate the residual balance of funds transferring from CCCL to the council.
- 5.3 Funding allocated to projects which benefit Cumbernauld while also supporting The Plan for North Lanarkshire whilst considering wider relevant criteria.
- 5.4 Impact and outcomes delivered by the funded projects meet those as set out in the initial applications and as per assessment recommendations.
- 5.5 Compliance with Following the Public Pound requirements and accountability and transparency of the funding allocation, monitoring and reporting procedures.
- 5.6 Increased number of local community groups involved in the process ensuring a wider approach to community engagement in relation to project design and delivery.
- 5.7 Increased awareness of grant application and assessment process within communities leading to increased application levels for projects leading to wider benefits for the Cumbernauld area.

6. Supporting documents

- 6.1 Appendix 1 – Campsies Grant Award Programme Round 1 – Successful Applicants (Updates)
- 6.2 Appendix 2 – Campsies Grant Award Programme Round 2 List of Successful Organisations and New Award Values
- 6.3 Appendix 3 – Budget Position as of 31st January 2022
- 6.4 Appendix 4 - Campsies Grant Award Programme (Funding Agreement)
- 6.4 Appendix 5 - Campsies Grant Award Programme (Performance Measures)



Lizanne McMurrich
Head of Communities

**CAMPSIES GRANT AWARD PROGRAMME
ROUND 1 – SUCCESSFUL APPLICANTS (UPDATES)**

Assessed Projects				
Community Organisation	Description	Location	Funding Award	Status
Cumbernauld Action on Care of the Elderly (CACE)	Assist with employee and programme costs	Cumbernauld	£50,000	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
Cumbernauld Poverty Action	Assist with costs of recruiting a Volunteer Development Worker	Cumbernauld	£49,936	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
Cumbernauld YMCA	Assist with costs of purchasing a Portakabin	Cumbernauld	£50,000	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
Cumbernauld Colts Community Football Club	Assist with costs of School Coaching Staff, purchasing a Community Club Electric van, purchasing of equipment and all costs involved with running the Summer Camp	Cumbernauld	£35,090	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
The Scottish Centre for Children with Motor Impairments	Assist with employee cost, advertising costs, equipment costs and travel expenses	Cumbernauld	£37,448.61	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
Kildrum Primary School Parent Council	Assist with costs of developing a play area	Cumbernauld	£50,000	Due to the project being within an education site. Additional checks and plans are required. Additional planning underway and costings are being reviewed.
Scottish Wildlife Trust	Assist with costs of installing threshold panels at 13 key entrance points in the 3 reservoirs	Cumbernauld	£24,648	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
ENABLE Scotland (Leading the Way)	Assist with staffing costs	Cumbernauld	£50,000	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
North Area Crime Prevention Panel	Assist with costs of fitting security markings to school bicycles, purchasing and fitting of alarms to Senior Citizens houses and disabled persons living alone, volunteer equipment and promotional materials	Cumbernauld	£14,740	Funding agreement accepted and funds have been released. Project start date 1 st November 2021
		Total:	£361,862.61	

CAMPSIES GRANT AWARD PROGRAMME (ROUND 2)
LIST OF SUCCESSFUL ORGANISATIONS AND NEW AWARD VALUES

Name of Organisation	Description	Grant request	Recommendation	Updated Award Value
Cornerstone House Centre		£10,000	Approve	£9,900
One Parent Families Scotland		£9,995.00	Approve	£9895.05
Partners in Play		£10,000	Approve	£9,900
Abronhill Regeneration Forum		£10,000	Approve	£9,900
Cumbernauld Community Forum		£9,200	Approve	£9,108
Cumbernauld Free Church of Scotland		£10,000	Approve	£9,900
Freedom City Church		£9,962.00	Approve	£9862.38
St. Lucy's Youth Zone		£10,000	Approve	£9,900
Cumbernauld Resilience		£10,000	Approve	£9,900
RECAP Cumbernauld		£9,360.00	Approve	£9266.40
Cumbernauld and Kilsyth Care		£10,000	Approve	£9,900
2496 Cumbernauld Squadron air Cadets		£10,000	Approve	£9,900
Friends of Cumbernauld Care Home		£10,000	Approve	£9,900

CAMPSIES GRANT AWARD PROGRAMME (ROUND 2)
LIST OF SUCCESSFUL ORGANISATIONS AND NEW AWARD VALUES

Name of Organisation	Description	Grant request	Recommendation	Updated Award Value
North Lanarkshire Chiefs Basketball Club		£9,500.00	Approve	£9,405
Palacerigg Community Trust		£9,995.00	Approve	£9,895.05
St. Lucy's Primary School Parents Council		£8,692.00	Approve	£8605.08
Take Heart for the Nations (Cumbernauld Food Bank)		£9,740.00	Approve	£9,642.60
Watch us Grow		£10,000	Approve	£9,900
Cumbernauld Village Community Council		£10,000	Approve	£9,900
New Adventures		£10,000	Approve	£9,900
Cumbernauld PS parent council		£9,986.00	Approve	£9886.14
Dullatur Community Council		£10,000	Approve	£9,900
Westfield PS parent council		£10,000	Approve	£9,900
			TOTAL:	224,165.70

BUDGET POSITION AS AT 31ST JANUARY 2022

Balance as of 21st June 2021: £586,161
(as allocated to Campsies Grant Award Programme)

Expenditure	£
Campsies Grant Award Programme (Round 1)	361,862.61
Campsies Grant Award Programme (Round 2)	224,165.70
TOTAL:	586,028.31
BALANCE:	132.69

CAMPSIES GRANT AWARD PROGRAMME (FUNDING AGREEMENT)



Funding Agreement

Campsies Grant Award Programme

Summary

Parties to the Agreement

1. **North Lanarkshire Council** represented by Enterprise and Communities.
2. *Name of the applicant organisation*

Pre-conditions

3. The organisation must be in receipt of grant funding on an annual basis of over £5,000.
4. The organisation must be a properly constituted body with the power to enter into the agreement.

Duration of the Agreement

5. The Agreement will commence on 1st November 2021 and shall be terminated on 31st October 2022 unless previously terminated in accordance with this agreement or extended by mutual agreement with the monitoring officer.

Services to be provided

6. The provider shall in exchange for funding provide the service as described in the attached Table of Performance Measures.

Finance

General

7. The Council's Community Empowerment Committee on 23rd August 2021 has agreed that funding of £xxx will be made available to the organisation for delivery of projects and activities as outlined within the funding application.

8. Permitted Expenditure

Employee Costs	£
Property Costs	£
Administration Costs	£
Programme Costs	£
Other Costs	£

Payment

9. Funding will be released for use in accordance with the conditions contained herein and must be used for the purposes detailed in the application. Proposals to vary the use of the funding must be discussed with the monitoring officer who consider the request and provide written confirmation of the decision.

10. In some instances, funding may only be released on submission of proof of expenditure.

Definitions

11. For the purposes of this document the following definitions have been adopted: -

“North Lanarkshire Council”	The local authority for North Lanarkshire as constituted in terms of Local government etc. (Scotland) Act 1994 and hereinafter referred to as ‘the council’.
“Enterprise and Communities”	The Service within the council responsible for enterprise and communities. It also provides support to the voluntary sector including grant awards and is responsible for co-ordinating all matters that relate to the application for funding.
“Applicant organisation”	This refers to the organisation applying for financial help from the council, hereinafter referred to as the ‘organisation’, and shall include ‘not for profit’ incorporated or unincorporated bodies, groups, partnerships or other form of organisation together with its office bearers, directors or partners. Note that this excludes ‘sole traders’, incorporated bodies that operate without a democratically elected Board and private businesses.
“Constituted body”	An organisation regulated by documents which set out the manner in which the organisation operates and includes as appropriate their constitution, partnership agreement or Memorandum and Articles of Association. Such documents need to comprehensively describe the framework within which the organisation operates and its internal rules, including dissolution procedures.
“Revenue Funding”	Funding provided for ongoing, regular, or running costs including salary costs, minor equipment and consumables, administration costs and expenditure on the programme of activities to be delivered.
“Funding Agreement”	The whole contents of this document, the associated Acceptance Form, the General Conditions of Grant as described in the guidance document provided along with the application form and any other or additional regulations or conditions issued subsequently by the council.
“Acceptance Form”	The form attached to this agreement where the organisation’s chairperson and treasurer sign accepting the grant award and acknowledging liability for ensuring that the conditions within the Funding Agreement are complied with, and countersigned by a council officer, accepting, and formalising the agreement.

“Dissolution”

The process by which an organisation ceases to exist.

General Conditions

Funding Agreement

12. The Council's liability shall be to make payment of the grant to the organisation. All other liabilities or claims are the responsibility of the organisation.
13. The council is responsible for ensuring that any funding provided is correctly used and so payment of any grant monies will be made by the council in terms of the conditions listed within this document.
14. The council will inform the organisation of any changes in funding regulations that may have a bearing on any financial support offered or any of the funded activities.
15. The applicant organisation undertakes and agrees to adhere to and incorporate in this document and further conditions as provided for by the council.
16. The organisation undertakes to inform the council if at any time the intention is to dissolve the organisation or if it has not held a management meeting for six months.
17. In the case of dissolution, the organisation must ensure that the procedures laid down within its constitution are complied with and that the council are informed in advance of any meetings held to action or discuss dissolution of the organisation. The organisation undertakes to return to the council any unspent grant monies and/or movable items purchased through grant monies.
18. The funding from the council to the organisation is dependent upon successful progress towards achieving the agreed outcomes and performance measures. Any unused grant should be returned to the Council.
19. The project must be free of any political bias and must not involve political campaigning.
20. The construction, validity, performance, and all other matters arising out of and in connection with these conditions of funding shall be governed by the Laws of Scotland.

Use of Information

21. It is understood that any information supplied to the council in terms hereof may be used or supplied to other appropriate organisations from time to time as may be required.

Constitution

22. The applicant organisation undertakes to be properly constituted and to provide copies of its constitution documents to the council. Such documents require the inclusion of dissolution procedures.
23. The applicant organisation must ensure that any procedures laid down in its constitution documents relating to dissolution are complied with and that on dissolution any unspent grant money is returned along with any movable items purchased with such grant monies.
24. In the case of dissolution, the organisation must notify the council in advance of any meetings held and to forward copies of the agenda, and subsequently the minutes of these meetings.

25. Any changes in the governing documents of the applicant organisation should be notified to the Council as soon as possible.

Governance

26. In entering into this agreement, the council expects the organisation to comply with relevant and current proper management procedures for voluntary organisations by: -

- Holding regular management meetings and an Annual General Meeting;
- Ensuring that the membership of the committee is regularly reviewed to ensure that there is a sufficient number and that they have appropriate skills;
- Encouraging the widest possible involvement of the relevant sector of the community in the work and development of the organisation;
- Regularly reviewing financial information at management meetings;
- Regularly reviewing the organisation's policies and procedures;
- Undertaking to review or develop any business and/or developmental plans as appropriate;
- Ensuring that adequate provision is in place for the training of any staff and/or volunteers and that personnel records are securely maintained;
- Ensuring that any property issues are regularly reviewed and that appropriate policies on letting or sub-leasing are developed;
- Ensuring that a full inventory and stock control process is maintained;
- Ensuring that an appropriate funding strategy is in place;
- Participating in the local community boards and contributing to the local outcome improvement plan;
- Ensuring that the Monitoring Officer is kept fully informed about the work of the project.

27. In seeking to continuously improve and promote good governance, the council are working in partnership with Voluntary Action North Lanarkshire (VANL) to encourage organisations to undertake regular Organisational Reviews. Organisations in receipt of grant awards through the council are asked to co-operate with a programme of such reviews in partnership with VANL.

Compliance with Legal and Statutory Requirements

28. The provision of funding from the council is conditional on compliance with any current legislation governing the conduct of the organisation i.e., incorporated bodies must comply with **The Companies Act 2006** and charities must comply with **The Charities and Trustee Investment (Scotland) Act 2005** and **The Charities Accounts (Scotland) Regulations 2006**.

The Public Sector Equality Duty General Duty

29. Although the onus of the public sector equality duty is on public bodies, the Council requires that the organisations it funds should also pay due regard to the general duty.

30. The public equality duty covers the following protected characteristics: age (18+), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

31. The general duty has three needs and is a proactive duty. It requires that, when carrying out our functions, we pay due regard to the need to:

- **Eliminate** unlawful discrimination, harassment, and victimisation and other prohibited conduct;
- **Advance** equality of opportunity between people who share a relevant protected characteristic and those who do not;
- **Foster** good relations between people who share a protected characteristic and those who do not.

32. The Equality Act explains that the second need (advancing equality of opportunity) involves, in particular, having due regard to the need to: -

- Remove or minimise disadvantage suffered by people due to their protected characteristics;
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people;
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

33. The Act also sets out that:

- Meeting different needs includes (among other things) taking steps to take account of disabled people's disabilities;
- Fostering good relations means tackling prejudice and promoting understanding between people from different groups;
- Meeting the general duty may involve treating some people more favourably than others.

Material Alteration

34. The grant award may only be used for the purpose (or purposes) originally applied for and any unused grant should be returned to the Council.
35. Any proposed material alteration to activities approved for grant funding will be submitted to the council for approval, including any adjustment in the approved expenditure, the amalgamation of activities approved individually, changes in the management arrangements of the activities, changes to the output targets or to the client group.
36. The organisation shall notify the council immediately of any material change to the organisation including any change to the office bearers and any changes of address of existing office bearers.

Convictions for Fraud

37. In entering this agreement it is understood that anyone convicted of fraud should not stand as an office bearer for the organisation. The council should be notified immediately if this is not the case or if this changes at some point during the funding period.

Conflict of Interest

38. Conflict of interest is the term used to describe a situation where an individual has more than one interest in a decision. In making decisions which involve public money (which a council grant is) it is imperative that all decisions are made in the public interest (and are seen to be made in the public interest) and not in the interests of any individual. All members of the organisations management group should declare any relevant personal interests that they have before any discussion takes place on a subject. Having done so they should take no part in the discussions and should have no influence on the decisions made, and this should be recorded in the minutes of the meeting.

39. Individuals should be regarded as having an interest (financial or otherwise) in an activity or in the provision of an activity if: -

- Any spouse, partner or close relative has an interest in it;
- Any firm of which he or she is a partner has an interest in it;
- Any company of which he or she is a director, substantial shareholder or employee has an interest in it;
- Any organisation of which he or she is a management committee member, trustee, employee, voluntary worker, or elected representative has an interest in it.

Confidentiality

40. The organisation and its staff shall regard as strictly confidential and shall not disclose to any unauthorised person, at any time during or after the duration of these conditions of funding any information except as specifically required for the purposes of performing its obligations under these conditions.

41. The organisation may, with prior consent of the person or their representative, disclose personal, financial, and medical information relating to the person to such other persons possessing a legitimate interest.

42. The organisation at all times shall ensure that its employees observe the principal of confidentiality in terms of paragraphs 41 and 42 above.

Data Protection

43. Organisation's processing personal data will ensure that appropriate technical and organisational measures are taken to protect against unauthorised or unlawful processing of the personal data against loss or destruction. The definitions of 'processing' and 'personal data' shall have the same meanings ascribed to them as in the Data Protection Act 1998.

Working with Vulnerable Groups

44. Where the organisation provides activities involving children, young people and/or vulnerable adults they are required to have appropriate policies and practices in place and to provide documentary evidence of this when requested by the Council.

45. The organisation shall ensure that all necessary checks have been undertaken relating to the Protection of Vulnerable Groups (PVG) guidance and shall provide council officers when requested with evidence that these checks have been undertaken.

Complaints

46. The organisation shall provide and maintain a complaints procedure acceptable to the council and a copy of this shall be available to people using the activity. In accordance with its own complaints procedure the organisation will maintain a complaints register which will be made available to council officers on request.

Publicity

47. The organisation will take positive steps to acknowledge and publicise the support of North Lanarkshire Council in press releases, signage, leaflets or similar documents in relation to the funded activity.
48. The organisation will notify the council in advance of any special event e.g. official opening, open day, display or presentations.

Termination of Agreement

49. The conditions outlined in this document will endure until terminated in accordance with the relevant procedures.
50. The council may terminate or suspend the grant funding if any of the following events occur:
 - The discovery of financial irregularities within the organisation;
 - The discovery that the applicant organisation or its representatives have made material misrepresentations in the funding application;
 - Failure to comply with council monitoring and evaluation processes;
 - Use of grant funding for non-approved purposes;
 - Insolvency of the applicant organisation;
 - Material breach of these conditions.

Funding and Financial Records

Payment Procedures

51. The period of funding will start from the date specified on page one of this agreement and payment will be authorised as follows:

(a) Recurring Revenue Expenditure

Following approval of funding, issuing of award letter and funding agreement, payment will be made in three 4-monthly instalments as described on the first page of this agreement. Payment instalments may be altered to reflect individual circumstances.

(b) Other Expenditure

In some instances, payment will follow proof of expenditure.

Staff Salaries

52. If the funding granted by the council is to support, or partly support, the applicant organisation's staff salaries, then these should be detailed within the application form and set accordingly. Any material deviation from this shall have the prior consent of the Council.

Matched Funding

53. Where an organisation specifies that the activity supported by funding from the Council is also supported from funding from other sources, then the status of this funding must be declared at the time of application. Copies of any paperwork e.g., application form and/or letter of award should be submitted in support of the application.
54. If the contribution made by the Council is dependent on receipt of the other funding, then the Council reserves the right to withhold payment of the award until written proof of receipt of this funding has been supplied.

Alterations to Payments

55. The council reserves the right to withhold or reduce the amount of funding and, if appropriate, reclaim payments or obtain outstanding sums if it appears that the activity or any part of it has not been undertaken in a satisfactory manner in accordance with the conditions of the funding.
56. The council reserves the right to adjust the payment of funding, or require repayment, in the event of equipment or facilities provided with the aid of funding being disposed of or appropriated to other users.

Surplus Funds

57. Permission to utilise any surplus funds arising during the life of the grant funding must be requested from the council. In the event of a refusal, surplus funds will either be repaid or be deducted from the next grant payment. Unauthorised use of the funds for a purpose not included in the approved application may lead to funding being terminated.

Book Keeping and Accounting

58. The applicant organisation undertakes to ensure that all expenditure and income is properly recorded and all invoices and receipts are retained for inspection by any officer authorised by the Council.
59. Annual statement of accounts produced by the applicant organisation should be independently examined or audited as appropriate. Note that, in addition to adhering to any legal or statutory requirements, the following will apply to funding from the council: -
- If the award from the council is for £100,000 or over then a full professional audit is required;
 - If the award from the council is between £10,000 and £100,000 then an Independent Examination by an appropriately qualified or trained person is required;
 - If the award from the council is for less than £10,000 then an expenditure statement which has been approved by the organisation's management committee, recorded in the minute of the organisation's AGM, and signed by the chairperson and treasurer is required.
60. All independently examined and audited accounts must be submitted to the Council within the statutory time frame for their preparation i.e., 9 months after the end of the financial year.
61. The council, its internal and external auditors reserve the right to conduct an audit of the organisation's financial records at any time and to discontinue grant funding completely in cases where the conditions of grant are not being adhered to.
62. Organisations shall ensure that they retain accounting records, sufficient to provide evidence of the detailed receipt and payment of monies, during any period of grant from the Council for at least 6 years.

Reporting suspicions of fraud and irregularity

63. The applicant organisation has a responsibility to report any suspicions of impropriety, fraud, and irregularity to the council as soon as they come to light. Applicant organisations should not wait for the outcome of investigations before reporting such matters. Any suspicions should be made known to the council. Failure to do so may be considered a breach of the conditions of funding.

Monitoring and Reporting

64. A monitoring officer will be appointed who will have the following specific tasks: -
- To act as the local contact point for the organisation;
 - To ensure that the activity is fulfilling its obligations under this agreement;
 - To arrange at least two specific meetings to discuss the progress of the activity;
 - To check and comment on any monitoring reports submitted by the organisation:
65. The organisation is expected to: -
- Ensure access by the council's officers and the council's internal and external auditors to all records held by the organisation relevant to the funding;
 - Have internal quality assurance methods in place to objectively monitor the quality of the service;
 - Provide any information reasonably required by the council's monitoring officer, and
 - Submit quarterly monitoring reports during the funding year containing appropriate statistical and financial information. These reports are due as follows: -
 - By the 28th February 2022 (for the period 1st November to 31st January);
 - By the 31st May 2022 (for the period 1st February to 30th April).
 - By 31st August 2022 (for the period 1st May – 31st July)
 - By 30 November 2022 (for the period 1st August – 31st October)
66. Any monitoring reports that have been requested should be completed promptly.
(N.B. Failure to comply with monitoring requirements will result in future grant applications not being accepted and late monitoring returns will delay the processing of applications).

Employment Procedures

Personnel Procedures

67. Organisations and groups are required to recruit, employ and manage staff in a manner which is in line with their own equal opportunities policy and does not support any activity which is discriminatory. They should:
- Recruit and manage their employees fairly;
 - Provide equal opportunity for all as a continuing feature of their management practices;
 - Develop and train staff to meet the current and future aims and objectives of the activity;
 - Handle disciplinary matters within the principles of natural justice;
 - Create and maintain a safe and healthy working environment.

Where appropriate the organisation should seek advice from an appropriate third party e.g. Voluntary Action North Lanarkshire (VANL).

68. Individuals employed by the organisation should not be a member of the management committee or Board.

Employer Responsibilities

69. With prior approval from the council, organisations may use council grant monies to employ staff. This brings responsibilities as an employer and applicant organisations in receipt of such funding should take advice about their responsibilities as employers. Some of these responsibilities are detailed in the following paragraphs but this list is not exhaustive.

Equal Opportunities

70. Applicant organisations should have an equal opportunities policy which is applied to recruitment and selection, and terms and conditions of employment. Applicant organisations must comply with the legislative framework covering inequality and discrimination.

Maternity and Paternity

71. Employees have statutory rights with regard to maternity and paternity leave and may also have contractual rights. Where an employee is on maternity or paternity leave, budgetary provision may have to be found to cover their post during their absence. In these circumstances, annual grant monies may be used to pay for additional employment costs but only with the prior written approval of the council. It is anticipated that these costs should normally be met from existing grant funding allocations.

Redundancy

72. Employees have statutory rights to redundancy payments and may also have contractual rights. Where an employee is made redundant, annual grant monies may be used to meet these additional costs but only with the prior written approval of the council. Efforts should be made to avoid unnecessary redundancies occurring, and it is anticipated that any additional costs should be met from the existing funding allocations.

Fixed Term Contracts

73. The use of fixed-term contracts by applicant organisations to employ staff is common because of the limited duration of funding. The use of fixed-term contracts does not however absolve the employee or the employer from their statutory responsibilities or duties and in terms of the Employment Relations Act 1999, non-renewal of a fixed-term contract is deemed to be a dismissal. Any contract should state clearly who the employer is. As stated earlier where funding is provided for the employment of staff, it is understood that any such employee is not an employee of the council but of the applicant organisation.

Human Rights

74. Organisations that are formally constituted have liabilities under the Human Rights Act 1998. These organisations should take steps to ensure that where appropriate, they are aware of their responsibilities under the Human Rights Act.

Purchasing Principles and Asset Management

Purchasing Principles

75. All purchases, equipment and/or services paid for through the grant award must remain under the ownership of the funded organisation and backed up with receipts. You may be asked to submit these receipts as proof of expenditure and so should retain these for at least 2 years along with all financial records relating to the grant award and its subsequent expenditure. These financial records and any equipment purchased should be made available for inspection by Council Officers if requested;
76. The organisation should ensure that there is differing responsibility arrangements in place when purchasing goods and services in relation to: -
- The placement of orders;
 - The receipt of goods;
 - The authorisation of payment.
77. Procurement should be through open competition, unless there are exceptional and convincing reasons to the contrary. Goods and services should be selected on the basis of value for money. A minimum of 3 tenders/quotations are required and sealed bid procedures should be used for all purchases in excess of £10,000 and for any lower-value, but potentially contentious purchases.
78. Purchasing should comply with EU Procurement Directives.
79. Suppliers should be paid on time, in accordance with contractual agreements, but not in advance of receipt of the goods or services purchased.
80. Purchasing should be undertaken to the highest ethical standards, and with fairness to suppliers.
81. All contracts should be in writing.
82. The applicant organisation undertakes to keep any equipment purchased with grant monies (a) secure, (b) properly maintained and (c) not disposed of without prior permission from the Council.

Property costs

83. Where the grant funds are to be spent either in whole or in part on an activity that involves the lease, purchase or licensing of premises, copies of any documents relating thereto shall be supplied to the council on request.
84. In the case of repairs/improvements to premises, (a) your organisation should own or lease the property (at least five years), and (b) comply with any relevant legislation.

Necessary Permissions

85. Where the grant funds are being used to construct a new building or extend existing premises, the applicant organisation must ensure that all necessary permissions are obtained prior to work commencing i.e. planning application, building warrant and where necessary owners consent. Additionally in the case of an extension, the organisation must ensure that all existing insurance policies are extended to properly cover the new part of the premises.

Ownership of Assets

86. Unless agreed otherwise with the council, all land, buildings and moveable property with a value of £50,000 or more purchased with the aid of a council grant shall be owned by the council and shall not be disposed of during the funding period of the activity without consent of the council. In some cases, for example if the activity terminates prematurely, approval of the council to dispose of the assets will be required, and income from the disposal may need to be returned to North Lanarkshire Council. Where the ownership of such assets is not to rest with the council, then the approval of the council is required before they are purchased.
87. Where land, buildings and moveable assets purchased with the aid of a council grant is worth less than £50,000, it is for the council to decide who should own the asset. If the ownership is to rest with someone other than the council, then it is the funded organisations responsibility to take steps to ensure that full value for money is achieved in the management of the assets in question and in realising the full value of all surplus assets.
88. Applicant organisations as owners of assets costing more than £2,500 and with a useful life of more than a year must maintain a register of these assets in accordance with normal accounting practice.
89. When disposing of assets purchased with the assistance of council grant monies, all applicant organisations as owners should adhere to the general principles that receipts should be maximised and should not generate cash benefits for any individual or realise for a voluntary organisation uncovenanted cash benefit from the investment of public funds.
90. The council, or any authorised officer on their behalf, have a right to enter upon any land or buildings to inspect any moveable property or books of account where the land, building or moveable property have been acquired with the aid of a council grant, or where the books of account relate to activity which is receiving or has received an annual grant.
91. Any assets acquired or improved with funding will not be sold or otherwise disposed of without the prior written approval of the council. Approval may be withheld if, in the council's opinion, the disposal is not justified, or the disposal would result in the assets being used for a purpose which would not otherwise attract funding from public money.
92. In the event that a sum of cash is raised on disposal, the funded organisation shall apply to the council for consent to apply the money to satisfy an objective of the activity or shall repay said sum to the Council.

Insurance

93. The organisation undertakes to properly insure all items and activities undertaken by this organisation. It further undertakes to indemnify the council from all costs and liability arising from its activities and from all claims at the instance of third parties howsoever and whensoever the same may arise which would not have arisen had this contract not been entered into.
94. The applicant organisation shall be responsible for ensuring that appropriate and adequate insurance is maintained throughout the duration of the funding agreement for

employer's liability (£2m), public liability (£5m), building and building contents and will on request provide evidence to the council that such cover has been affected and all due premium payments have been made.

Declaration

The attached "Acceptance of Funding Offer and Funding Agreement" form should be completed and returned by email to CommunityDevelopment@northlan.gov.uk within 1 month of formal offer of funding, thus certifying that the applicant undertakes to comply with the foregoing conditions and all other conditions attaching to the offer of an Annual Grant. Applicants are advised that acceptance of the offer will create a legally binding contract which imposes obligations and responsibilities upon the signatories. It is recommended that independent legal advice be sought.

CAMPSIES GRANT AWARD PROGRAMME (PERFORMANCE MEASURES)

Campsies Grant Awards Programme
Performance Measures 2021-2022



Name of Organisation		Ref No.	CAM -	Amount of Award	£
Services and activities:					
<p>Please provide an update on the programmes / initiatives / groups / services that you referred to within the funding application, include a general description of work undertaken during the monitoring period and provide any relevant statistics such as participant numbers, sessions delivered etc.</p>					
Services / Activities		Update			
Statistics:		Number of children (under 12) accessing service / activity			

<i>Use N/A for not applicable</i>			
	Number of young people (12-25) accessing service / activity		
	Number of adults (26-50) accessing service / activity		
	Number of older adults (50+) accessing service / activity		
	Number of sessions delivered		
	Did you deliver or target services to any areas of poverty or deprivation?	Yes	No
	<i>If yes, which communities were targeted:</i>		
<i>Evaluations / evidence:</i>	Is there any evaluations or other evidence available in relation to this service or activity?	Yes	No
	<i>If yes, please list the items available (this will help us, should further reporting be required):</i>		

Did any of your services/activities support children and young people reach their potential?	Yes	No
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If yes, please provide a short commentary:

Is there any specific health and wellbeing outcomes/impacts to report for this period?

Yes

No

If yes, please provide a short commentary:

Did you provide any services/activities which enhanced participation, capacity, and empowerment within local communities<

Yes

No

If yes, please provide a short commentary:

Financial summary:

Please provide an update on the expenditure transacted during the reporting period (this should be in line with projected costs detailed within the original application)

Description	Expenditure	Comments
Description	Expenditure	Comments

Please confirm that all expenditure has been recorded and where appropriate that receipts /invoices are available.	Yes	No
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Please list any purchases of equipment or other assets over the value of £350

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Please confirm that the any equipment / assets purchase has been added to your inventory.	Yes	No
Total expenditure for period:		
Balance of grant held in account:		

Return prepared by:

Name:
Position:
Date:
Name:
Position:
Date: