

## **HOMES & COMMUNITIES COMMITTEE**

**22 NOVEMBER 2021**

### **NEWARK AND SHERWOOD EEM LOCAL INITIATIVE FUND PROPOSAL**

#### **1.0 Purpose of Report**

1.1 To secure Committee approval to use the Council's EEM (Efficiency East Midlands) contribution through the establishment of the Newark and Sherwood EEM Local Initiative Fund and the proposed process of distributing donations within the district.

#### **2.0 Background Information**

2.1 EEM is a non-for profit organisation that chooses to distribute a proportion of its operating surplus to its Members in the form of community donations. The council's Energy and Home Support Team follow the EEM heating procurement framework, resulting in an annual community donation from EEM that is split proportionally between members based on the level of throughput. Donations are also accrued through contractors working for members who are purchasing materials through the EEM framework.

2.2 The council currently holds EEM community donations to the total value of £26,616 (£12,783 2018/2019 and £13,833 2019/2020). The financial year 2019/2020 was EEM's most successful to date. Donations for the year 2020/2021 are not yet confirmed and are dependent on a sufficient surplus with consideration of the uncertainty of the pandemic. It is expected that EEM will provide an update on the position for 2020/2021 community donations in the near future.

2.3 The donation should be spent on a project or multiple projects that benefit a community and those that are not covered by budgets as standard. EEM also request that details of how the donation is spent are provided to enable good news stories to be shared publically.

#### **3.0 Proposals**

3.1 It is proposed that the donations are used to establish a grant scheme (Newark and Sherwood EEM Local Initiative Fund), led by the Community Relations and Health Improvement Team. The scheme would support smaller and/or less established groups that may be limited in terms of accessing alternative means of funding. Supported local initiatives should align with the Council's Community Plan objectives and the specific needs of our communities. The proposed requirements are outlined below:

- A maximum of £500.00 per initiative/applicant can be awarded through the scheme.
- The total project costs should not exceed £2000.00.
- Applicants must have no more than £8000.00 of unrestricted financial reserves at the time of application.
- Funds will only be transferred to Groups/Organisations/Charities where a governing document, copy of recent bank statement and receipts have been provided. In all other circumstances, NSDC will purchase items on behalf of successful applicants.

- Funding will not support core funding or general running costs, professional fees, political or religious activities, commercial organisations and work considered to be a statutory responsibility.

3.2 The scheme would be promoted externally via the Council's web and locality teams and all applications would receive input from the Community Relations Officers, Tenant Engagement Officers, Health Improvement Officer or the Arts Development Officer. All applications would be reviewed by the Senior Community Relations Officer on a monthly basis who will make recommendations to the Health Improvement and Community Relations Manager and the Business Manager - Housing & Estates, for final approval. A copy of the proposed application form can be found in Appendix A.

3.3 The scheme would be open to applications on a continuous cycle with a review/approval process undertaken on a monthly basis. Likewise, it is suggested that any unspent donations are rolled over into the following financial year of the schemes delivery.

3.4 An update of successful applications and projects supported would be issued to EEM on a quarterly basis for the purpose of wider communication. Likewise, an annual update/report of spend would be provided to Members outlining the positive community impacts as a result of the scheme.

#### **4.0 Equalities Implications**

4.1 There are no negative equality implications associated with this project. It would be the responsibility of Officers to ensure that the donations are most appropriately allocated across the district with consideration of equal opportunities. Likewise, the scheme encourages equality through providing a means of funding for community groups and organisations that may not be otherwise eligible for other sources of financial support.

#### **5.0 Digital Implications**

5.1 There are no digital implications associated with this report.

#### **6.0 Financial Implications – FIN21-22/380**

6.1 There is no additional financial impact on NSDC, as the council is only allocating the EEM surplus donation to fund such initiatives deemed suitable under this proposed scheme.

#### **7.0 Community Plan – Alignment to Objectives**

7.1 The Newark and Sherwood EEM Local Initiative Scheme will make a positive contribution to the Council's Community Plan 2020 – 2023 objectives primarily 'create vibrant and self-sufficient communities where residents look out for each other and actively contribute to their local area' and 'improve health and wellbeing of local residents'.

#### **8.0 RECOMMENDATION(S):**

8.1 **It is recommended that Committee approve:**

- a) **The establishment of the proposed Newark and Sherwood EEM Local Initiative Fund as outlined in 3.1.**
- b) **The proposed process for submitting, reviewing and approving applications as outlined in 3.2 and 3.3.**
- c) **Approve the proposed reporting and update arrangements as outlined in 3.4.**

**Reason for Recommendation(s)**

To ensure that the EEM receipts contribute to community projects that make a positive difference to the community and support the Council's Community Plan objectives wherever possible.

**Background Papers**

Nil.

For further information please contact Andy Hardy on Ext 5708

Suzanne Shead  
Director – Housing Health and Wellbeing

**EEM Newark and Sherwood Local Initiative Fund Application Form**

**EEM Newark and Sherwood Local Initiative Fund**

The EEM Newark and Sherwood Local Initiative Fund is a unique grant scheme delivered by NSDC to support local initiatives that align with the Council’s Community Plan objectives and the specific needs of our communities. The scheme is Officer Lead and aims to support smaller and/or less established groups that may be limited in terms of accessing alternative means of funding.

**Terms of funding:**

- A maximum of £500.00 per initiative/applicant can be awarded through the scheme.
- The total project costs should not exceed £2000.00.
- Applicants must have no more than £8000.00 of unrestricted financial reserves at the time of application.
- Funds will only be transferred to Groups/Organisations/Charities where a governing document, copy of recent bank statement and receipts have been provided. In all other circumstances, NSDC will purchase items on behalf of successful applicants.
- Funding will not support core funding or general running costs, professional fees, political or religious activities, commercial organisations and work considered to be a statutory responsibility.

<b><u>Application Details</u></b>	
<b>Name of NSDC Lead Officer:</b>	
<b>Name of Group/Organisation/Charity:</b> <i>(Please provide the name of the applicant you are requesting funding on behalf of if not NSDC)</i>	<b>Charity Number:</b>
<b>Area of Operation:</b> <i>(please identify the locality within Newark and Sherwood where the project will take place)</i>	

<b><u>Details of Initiative</u></b>
<b>1) Please provide an overview of the initiative including estimated timescales</b> <i>(you may wish to attach separate plans and supporting documents)</i>

2) Please explain how the initiative relates to specific challenges within the locality or where the need for funding is demonstrated, (you may wish to provide statistics, case studies, resident feedback etc.).

3) Please identify how the initiative would contribute to some/all of the community plan objectives below.



Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area



Deliver inclusive and sustainable economic growth



Create more and better quality homes through our roles as landlord, developer and planning authority



Continue to maintain the high standard of cleanliness and appearance of the local environment



Enhance and protect the district's natural environment



Reduce crime and anti-social behaviour and increase feelings of safety in our communities



Improve the health and wellbeing of local residents

4) Please explain which communities the initiative would support (if possible, please provide specific information relating to number of residents, localities, age ranges etc.)

## Financial Information

**1) Please provide the following breakdown of the costs of the initiative, including:**

- The total costs as well as the amount requested from NSDC through the scheme.
- VAT costs as NSDC will only refund VAT where it is unrecoverable.

*(Please ensure the amount requested from NSDC does not exceed the maximum award of £500.00 per initiative/applicant)*

<u>Item</u>	<u>Total Cost</u>	<u>VAT</u>	<u>Amount Requested from NSDC</u>
<b>Totals:</b>			

**2) If the request for funding from NSDC is less than the total costs, please explain how the remainder of the initiative will be funded** *(please note 'N/A' if total costs are requested)*

**3) Is the applicant a constituted group or an organisation/charity with governing documents and a bank account?** (Please mark the relevant box with an 'x')

Yes  If yes, please ensure these documents are submitted with the application.

No  If no, NSDC will be responsible for purchases on behalf of successful applicants.

**4) If 'Yes' to the above, please provide the following Bank Account details**

**Account Name:**

**Address on Account:**

**Account Number:**

**Account Sort Code:**

## **Declaration**

*I confirm I am authorised to sign this application on behalf of:*

***I, the undersigned, understand that any grant awarded will be used solely for the purpose outlined in this application. I also understand that Newark & Sherwood District Council reserves the right to withhold the payment of the whole or any part of a grant or to require repayment of any grant if the information is subsequently discovered to be false.***

## **Data Protection Act 2018 and General Data Protection Regulation (GDPR) Privacy Notice**

The personal information you provide will only be used by Newark and Sherwood District Council or the data controller, in accordance with Data Protection Act 2018 and GDPR to process your application for a grant.

The basis for processing this information is to enable the council to undertake a public task. Should your application be successful, some of your personal information may be included in a public register in accordance with our statutory responsibility under the Local Government Transparency Code. Your personal data will be kept in accordance with the council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

In accordance with the Data Protection Act and GDPR you have a right to:

- have a copy of the personal information that we hold about you.
- complain to the Information Commissioner if you feel that your information is not being handled appropriately.

You may also have a right

- to erasure (also known as the right to be forgotten)
- to stop processing

For further details about how your information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the council's Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)

**Sign:**

**Date:**

**Print Name:**