

**This report will be made
public on 20 March
2018**

Folkestone

Hythe & Romney Marsh
Shepway District Council



Report No: C/17/90

To: Cabinet
Date: 28 March 2018
Status: Non Key decision
Head of service: Katharine Harvey, Head of Economic Development
Cabinet Member Councillor Mrs Jenny Hollingsbee

Subject: WW1 Centenary Memorial Fund

SUMMARY:

This report sets out a proposal for a World War One Centenary Memorial Fund in 2018. Funding of £50,000 to support this grant scheme has been identified in the 2018/19 budget.

REASONS FOR RECOMMENDATIONS:

The centenary of the end of World War One is a significant event for our district. The proposed grant scheme is for the council to mark this milestone and provide support for this national event in which Folkestone played a key role in the history of the Great War.

RECOMMENDATIONS:

- 1) Agree to run a WW1 Centenary Memorial Grant Fund in 2018**
- 2) Approve the proposed scheme as detailed in this report**
- 3) Agree that application decisions are taken by the Leader in consultation with the Lead Cabinet Member for the Communities.**

1. BACKGROUND

- 1.1 In response to requests to SDC for funding from community groups to provide financial support for WW1 centenary projects in Shepway in 2018, it is proposed that £50,000 is set aside to support projects and receive applications.
- 1.2 The funding of £50,000 has been allocated to the Communities Team budget EE22, subject to final budget approval by Cabinet on 28th February 2018.

2. WW1 CENTENARY MEMORIAL FUND

- 2.1 The proposal is for a grant scheme to support activities and events that provide an opportunity for the community to reflect on the impact of conflict and remember the sacrifice of those who lived, fought and died in the First World War.
- 2.2 The fund is proposed to support local projects that commemorate the First World War, particularly those which bring cultural, recreational, health, intergenerational, heritage or educational benefits to the local community.

Grant Eligibility

- 2.3 The proposed grant scheme criteria are as follows and will be taken into account as part of the decision-making process:
 - Eligible applicants are: charities, properly constituted community groups, not for profit companies, Town and Parish Councils, schools or affiliated military organisations (eg cadets) Where a group is coming together only for the purpose of putting on an event or activity and has no formal constitution or bank account, it will need the support of an eligible organisation which is willing to receive the funds on its behalf
 - The project must relate to the centenary of the end of WW1 and have a local connection
 - The minimum grant will be £500 and the maximum will be £10,000 except in exceptional circumstances as determined by the council on a case by case basis
 - Project must be delivered between the date of the funding agreement and 31st December 2018, with priority given to projects during the week either side of Sunday 11th November 2018 to maximise the impact of the projects
 - Priority will be given to applications that:
 - Have lasting impact or benefits beyond the life of the project or activity
 - Have the widest community benefit
 - Primarily benefit residents of Shepway
 - Best acknowledge the Council's support for the project
 - Grants will not be offered for political or religious activities
- 2.4 It is proposed that payments of up to 50% of the grant (subject to a maximum of £5,000) are available in advance of expenditure, with a clause in the terms and conditions that will allow the council to reclaim funds where projects do not proceed or do not spend the grant as described in the application. Costs incurred before a grant offer has been made will not be eligible.

Application and Decision Process

- 2.5 The proposed application form and terms and conditions for the scheme are set out in Appendix 1

- 2.6 A number of options for how the grant will be assessed and the decision-making process have been considered, including by:
- Member Committee (such as the Grant Advisory Panel that made Community Chest application decisions);
 - Cabinet Lead Member for Communities in consultation with the Leader
- 2.7 To ensure that the scheme is as simple and streamlined as possible, it is recommended that decisions on funding applications are made by the Leader in consultation with the Cabinet Lead Member for Communities (Armed Forces Champion).

Scheme Timetable

- 2.8 The following timeframe is proposed for this scheme:

5 th /6 th April	Open for applications
8 th May	Applications close (12 noon)
9 th May – 16 th May	Applications verified and meeting with Member to review
18 th / 20 th May	Decision Notice issued
21 st May – 25 th May	Call in period
29 th May	Applicants notified and funding agreements issued

- 2.9 It is expected that the majority of projects will occur around the key date of Armistice Day in November, although there will be scope for earlier ones in the summer.
- 2.10 Some examples of the types of projects that could be funded:
- Battle's Over – a Nations Tribute. This is a nationwide project and participation is being encouraged by the Kent and Medway Civilian Military Partnership board and the Armed Forces Covenant. Elements include a coordinated Beacon lighting and church bell ringing event at 7pm on 11th November. Further details are available here <http://www.nalc.gov.uk/news/entry/815-battle%E2%80%99s-over-%E2%80%93-a-nation%E2%80%99s-tribute-1>
 - War memorial restorations
 - Victoria Cross plaques
 - Plays and dramas depicting WW1 stories eg Dancing on Armistice Day
 - Education programmes for schools and young people eg Shorncliffe Trust 1914-1918 - 100 years on project
 - Armistice Day events
 - Other events between May and December 2018 linked to WW1
 - Exhibitions (eg War & Peace WW1 trench)
 - Art projects
- 2.11 Grants will need to be claimed in full by 31st January 2019 via a completed funding request form accompanied by documentary evidence of the spend and the grants awarded should only be spent on projects as outlined in the application form.
- 2.12 A monitoring form, explaining how the grant was spent and to what extent the project achieved its aims, will be required to be completed and returned no later than 3 months after the grant has been paid.
- 2.13 The scheme will be promoted through an email sent to the contact list comprising community organisations in Shepway, as well as town and parish councils, military charities and associations, SDC members. The fund will also be promoted on social

media and on our Community Funding web page. WW1 Commemoration projects will also be included in a 'Whats On' section of the SDC AF webpage if relevant.

3.0. RISK MANAGEMENT ISSUES

3.1 Risk management issues are as follows:-

Perceived risk	Seriousness	Likelihood	Preventative action
Timeframe delayed due to unexpectedly high number of applications or meeting postponement or other unforeseen factors	Medium	Low	A time contingency has been built into the proposed timetable. The proposed decision-making process will minimize decision making time requirements
Applications greatly exceed available funding	Low	Low	Research has already been undertaken into the likely scale of applications and this suggests that demand will not be unmanageable in the allotted timescale
Low take up of the grant, under subscription	Medium	Low	Work with Comms to publicise the grant through networks, on SM and website. Issue a press release
Commemoration project funded by grant is not run in a professional manner posing a reputational risk	High	Low	Ensure the assessment criteria includes capacity of applicant to deliver the project
Council does not receive recognition for its financial contribution	Medium	Low	Application to include questions on how the council's contribution is to be recognised and this will be included in assessment criteria. The Grant Funding Agreement will stipulate how the Council's contribution should be recognized.
Grant is not spent as agreed or applicant does not provide the relevant documentation	High	Medium	Include a condition that the grant will need to be repaid if the conditions are not complied with, including any forward funding
Forward funding of up to £5000 does carry a greater risk of inappropriate use of the funding and difficulty reclaiming the grant	High	Low	Forward funding is at Council's discretion. Any concerns will be discussed with HoS prior to processing

4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

4.1 Legal Officers Comments (DK)

There are no legal implications arising directly out of this report

4.2 Finance officers Comments (LH)

There is funding within the draft general fund budget for 2018/19 of £50k for WW1 Centenary Grant Scheme. The draft budget will be going to Full Council for approval on 28th February.

5.0. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Alex Sansom, Communities Officer
Telephone: 01303 853393
Email: alex.sansom@shepway.gov.uk

Appendix 1 Application Form and Terms and Conditions

Appendix 2 Funding Agreement