

Division(s):

## **CABINET – 22 November 2016**

### **Transition Fund for Community Initiatives for Open Access Children's Services**

**Report by the Chief Policy Officer**

#### **Introduction**

1. The council is currently developing a brand new service for 0-19 year olds which will combine children's social care and early intervention in one seamless service, removing the need for children and families to be referred between the two.
2. As part of the council's continuing investment in early intervention, new teams of 'locality workers' will advise and support staff who continue to provide universal services to children and families throughout Oxfordshire – such as teachers in schools, health workers and staff in early years settings. The approach will ensure that children at risk who require support are identified as early as possible and appropriate services are provided to them and their families.
3. Alongside these developments, the council has been holding positive discussions with local communities, town and parish councils and the voluntary sector to encourage community-led solutions for delivering open access services for children and families. The aim is for these local solutions to complement the funded service as part of a safe and effective system that ensures support for the most vulnerable families, while harnessing the work of schools, health services, voluntary and community groups as part of a wider early intervention approach.
4. The 2016/17 budget agreed by Council in February 2016 included the creation of a 'one off' £1m fund to provide pump priming to support community-led solutions for delivering open-access services for children and families.
5. A cross party group of county councillors has been established to consider the maximum benefit of this fund. Councillors were nominated for this group by the party leaders. The group consists of Cllrs Stratford, Mathew, Gray, Hards and Fawcett.
6. The group has agreed terms of reference agreed previously at Cabinet on 20<sup>th</sup> September and is chaired by Councillor Stratford, the Cabinet Member for Finance. Cabinet approved the guidance and grant application form set out in Annexes 1 and 2 of this report.

## **Transition Fund Approach**

7. The purpose of this £1m fund is to provide pump priming grants to communities to enable them to create sustainable solutions for open access children's services. The approach will be flexible recognising the different needs across the county. Through the current support provided to community groups, individual solutions will be developed with differing funding requirements.
8. The working group was keen to ensure that the process is open and transparent allowing as many groups as possible to access the funding. It was felt that a grant scheme would be the most appropriate way to ensure this.
9. Any proposals for funding will need to be supported by a business plan that includes all of the relevant information requested in the guidance document.

### *Grant Criteria*

10. The following are the key criteria used when assessing proposals:
  - Sustainable solution for open access children's services in the local community
  - Ability to self-fund in the long-term, as outlined in the business case
  - Clearly defined costs and timescales for implementation
  - Evidence of the need for the project
  - Community buy-in
  - Engagement, partnership working and collaboration
  - Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
  - To what extent we can have confidence that the project will have a lasting impact, beyond the funding period.
11. In addition to these criteria, the motion from the 12 July Council to only fund those centres at danger of closing resulting from the changes in Children, Education and Families transformation project was upheld.
12. The full list of criteria is contained within the guidance set out in Annex 1 along with the types of organisations that can apply and also the types of projects and organisations that are not eligible to apply for funding.
13. Grants will be awarded on a one-off basis but expenditure can be phased over a period of up to three years.

### *Process*

14. The first round of applications closed on the 21 October 2016. In this round 17 bids were submitted for consideration.

15. The applications were assessed by the cross party working group against each of the criteria outlined in the guidance notes at Annex 1.
16. Applicants, along with their local county councillor will be notified by e-mail of the Cabinet decision.
17. Applicants will only have the first year of funding transferred initially with subsequent years funding subject to monitoring compliance.
18. Successful applicants will be expected to comply fully with the monitoring requests from the council and signing of the funding agreement will be viewed as acceptance of these requests.
19. Any unspent grant funding will be recovered by the county council.
20. Future rounds of applications may be considered if communities are not in a position to submit a bid in the first two rounds and a balance of the fund is available.

### **Assessment of Applications**

21. Having carefully assessed all the bids received against the established eligibility criteria, the cross party working group are recommending the following six bids for funding:
  - Butterfly Meadows
  - Carterton Town Council
  - Botley Bridges
  - Grandpont Nursery
  - St Nicholas Primary School
  - Sharing Life Trust
22. A further eight bids were supported by the cross party working group in principle, but it is felt that further work is required to ensure a robust and sustainable model. As such Cabinet is recommended to defer the following bids to the next round of applications:
  - Barton Community Association
  - Employment Action Group
  - Chalgrove Primary School
  - Cutteslowe Primary School
  - The Nature Effect
  - Magpies Pre-School
  - Friends of Maple Tree Children's Centre & Wheatley Nursery School
  - Oxfordshire Play Association

23. There were three bids that the cross party working group felt did not meet the overall eligibility criteria of the grant scheme, and as such Cabinet is recommended to decline their request for funding. These are:

- Donnington Doorstep
- The Happy Hub
- Lord Williams School

24. A summary of all the bids received under the first round of applications for the Transition Fund is included below:

25. **Applicant:** Barton Community Association (Barton EI Satellite)

**Amount:** £19,960 over 2 years

**Proportion of proposed budget:** 100% excluding in-kind

**Overview:** Barton Community Association are looking to establish once a week, term time stay and play. They will run sessions from the current location which will be in-kind match funding. The group are seeking donations from users and will look for alternative funding in the third year.

**Panel feedback:** The panel noted that further financial information is required, including further potential sources of funding, which will address sustainability and the ability to self-fund in the long term and demonstrate good value for money.

The panel noted that the Needs Analysis section of the funding request submission needs to be further developed, particularly around the local residents' needs analysis.

The panel recommend that a more detailed bid be submitted under the next round of applications, before this bid can be recommended for Transition Funding.

**Recommendation:** Overall the panel were supportive of the bid in principle, but felt further work is required. The panel recommends to Cabinet that this bid is deferred to the next round.

26. **Applicant Organisation:** Employment Action Group (Berinsfield)

**Amount:** £30,000 over 3 years

**Proportion of proposed budget:** 6%

**Overview:** The proposal is for a community hub model serving the younger children and families initially and then the older children. The model is based on having both the Children's Centre Building and the Early Intervention Building. The Children's Centre provision will be extended and facilities and support for all the children through personalised support as well as a youth club, breakfast club, after school club and holiday activities and will continue to be a base for health visitors and midwives.

**Panel feedback:** The panel noted that the project proposal was robust, particularly in terms of community buy in and funding pledged from local organisations.

The panel raised concerns about the long-term sustainability of the project, and suggested that the budgeted forecast is included in the business case.

Further clarity is required around the group's relationship with Donnington Doorstep.

It was noted that the business case will have to be amended due to revised property costs.

Overall the panel were supportive of the bid in principle, but noted that the financial information included in business case requires further work before this bid can be recommended for Transition Funding.

**Recommendation:** The panel recommends to Cabinet that this bid is deferred to the next round.

27. **Applicant Organisation: Bloxham Children & Families Centre (Butterfly Meadows)**

**Amount:** £29,384.52 over 3 years

**Proportion of proposed budget:** 36%

**Overview:** The Butterfly Meadows proposal meets the aims to continue open access services developed in conjunction with the community including an element of volunteers. They have the appropriate governance in place through the school and can demonstrate that this is a sustainable model with the parish council having already agreed ongoing support.

**Panel feedback:** The panel noted that the project is sustainable as evidenced by the strong business case.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

28. **Applicant Organisation: Carterton Town Council (Carterton Children's Centre)**

**Amount:** £30,000 over 3 years

**Proportion of proposed budget:** 16%

**Overview:** The Carterton proposal aims to deliver services initially for 0-5, and then expanding to take in older children. The governance is in place under the Town Council, although it is recognised that this might change over time. There is a significant list of external funders, including £20k already secured. The advantage to Carterton's model is the flexibility to be able to operate across a number of sites which reduces the overheads significantly.

**Panel feedback:** The panel noted that the project is sustainable as evidenced by the strong business case.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

29. **Applicant Organisation: Chalgrove Community Primary School (Chalgrove & Watlington Children's Centres)**

**Amount:** £37,225

**Proportion of proposed budget:** N/A

**Overview:** Chalgrove and Watlington are looking to continue provision from February 2017 to have handover from existing centre staff. The centre aims to provide open access to a wide range of activities specifically designed for children from birth to statutory school age and support for their parents. They hope to have achieved sustainability by 2020.

**Panel feedback:** The panel noted that there is significant lack of clarity regarding the finance for this proposal; this meant that the panel were unable to assess a number of the criteria.

The panel were concerned about the lack of financial forecasting and the seemingly high levels of expenditure on overheads.

Overall the panel were supportive of the bid in principle, but noted that the financial information included in business case requires further work before this bid can be recommended for Transition Funding. The panel recommends that a revised bid be submitted under the next round of applications.

**Recommendation:** Overall the panel were supportive of the bid in principle, but noted that the financial information included in business case requires further work. The panel recommends to Cabinet that this bid is deferred to the next round.

30. **Applicant Organisation: Cutteslowe Community Primary School (North Oxford Children's Centres)**

**Amount:** £30,000 over 1 year

**Proportion of proposed budget:** 100%

**Overview:** Cutteslowe Primary School would like to increase their childcare provision through use of the North Oxford Children's Centre. The sustainable funds that are made from this provision would be used to fund early intervention projects within the area linked with the Cutteslowe Community Centre and other charities and voluntary groups that work in the area. This early intervention would be targeted to open access such as playgroups within the children's and community centre and direct early intervention projects linked to identified needs in the area to ensure families and children are school ready.

**Panel feedback:** The panel noted that the application was not supported by a business case and they were unable to assess many of the criteria.

Overall the panel were supportive of the bid in principle, but noted that further evidence be provided in the form of a business plan, including financials.

**Recommendation:** Overall the panel were supportive of the bid in principle, but noted that further evidence be provided in the form of a business plan, including financials. The panel recommends to Cabinet that this bid is deferred to the next round.

31. **Applicant Organisation: Botley Bridges (Elms Road Children's Centres)**  
**Amount:** £30,000 over 1 year (3 year plan)  
**Proportion of proposed budget:** 32%

**Overview:** Botley Bridges aim to provide support services for families with children up to 11 years old living in Oxfordshire, with the core area for users being Botley and its environs. The services provided relate primarily to health, education and general well-being of children and their families together with the promotion of stable family units and social cohesion within the local community.

**Panel feedback:** The panel noted that the evidence of need was robust and the proposed model meets the funds criteria.

It was noted that the fund is requested in year one and has carry forwards; the panel felt this needed revising in light of the guidance which is to fund future years based on completion of monitoring.

It was noted that the Children's Centre requires access through the school and this would need clarity before the funds are released.

**Recommendation:** Overall the panel were supportive of the bid in principle, and the panel recommend that Cabinet fund this application subject to clarity regarding the relationship with the school.

32. **Applicant Organisation: The Nature Effect (Florence Park Children's Centres)**  
**Amount:** £35,000 year 1  
**Proportion of proposed budget:** 10%

**Overview:** The Nature Effect will build on the existing open access provision for families providing much needed childcare places, and offering families a healthy welcoming café, meeting and making space. It will also offer community groups a hub, and local individual's space to work and rooms to hire.

**Panel feedback:** The panel noted that there are a number of interested parties in this site and that groups should be encouraged to work together to find sustainable solutions.

It was noted that all bids should be assessed at the same time to provide a robust assessment process.

**Recommendation:** Overall the panel were supportive of the bid in principle, and felt that many aspects of it met the criteria. The panel are asking Cabinet to recommend that all bids for the Florence Park site are assessed at the next round in January.

33. **Applicant Organisation: Grandpont Primary School (Grandpont Children's Centres)**

**Amount:** £35,600 over 3 years

**Proportion of proposed budget:** 10%

**Overview:** Grandpont aim to deliver a complementary service to the designated centre at Rose Hill. The proposal aims to continue the work with the traveller community and to provide some of the existing health and open access sessions including the Saturdads.

**Panel feedback:** The panel noted that the evidence of need was robust and the proposed model meets the funds criteria.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

34. **Applicant Organisation: Magpies Pre-School (Kaleidoscope Children's Centre)**

**Amount:** £12,200 year 1

**Proportion of proposed budget:** N/A

**Overview:** Magpies will aim to replace the services currently provided by the Kaleidoscope centres including Saturdads and some 'drop-in' sessions such as breast feeding and family support. We will add contact facilities for children and their families in the care system or in family distress. The transition funding will be used to bring the premises up to standard.

**Panel feedback:** The panel noted that this bid required further work, including more detailed financial information about the overall project.

Without a business plan the panel were unable to assess against many of the criteria.

**Recommendation:** Overall the panel were supportive of the bid in principle, but noted that further evidence be provided in the form of a business plan, including financials. The panel recommends to Cabinet that this bid is deferred to the next round.

35. **Applicant Organisation: Friends of Maple Tree (Maple Tree Children's Centres)**

**Amount:** £30,000 over 3 years

**Proportion of proposed budget:** 30%



**Overview:** The Friends of Maple Tree Children's Centre (FMTCC) are proposing a management and funding structure that would allow the centre to continue to provide invaluable activities, play, information and support from professionals and trained staff working in a wide range of fields for children under 5 and their families in the rural community around Wheatley.

**Panel feedback:** The panel noted that there are two applications for the Maple Tree Centre that have highlighted the need to be read in conjunction with each other.

The panel noted that a joint submission would provide an appropriate solution in Wheatley and that the groups should be urged to work together.

The panel felt that further work was required on the financials to evidence a sustainable project.

**Recommendation:** Overall the panel were supportive of a joint bid in principle, and felt that many aspects of it met the criteria. The panel recommends to Cabinet that this bid is deferred to the next round.

36. **Applicant Organisation: Wheatley Nursery School (Maple Tree Children's Centres)**

**Amount:** £30,000 over 3 years

**Proportion of proposed budget:** 10%

**Overview:** Wheatley Nursery School and Maple Tree Children's Centre have a proven relationship, shared building, shared training, shared work with Health Visitor, shared funded 2's, shared Caf/Taf. Wheatley Nursery value the Children's Centre work in the community and want to support the continued development of services in the Children's Centre in and around Wheatley. They are liaising with their governors about this prospect and they are supportive of our proposed developments.

By managing the Children's Centre building, Wheatley Nursery can continue many of the current activities and also develop new ones to support the surrounding schools and build our community links.

**Panel feedback:** The panel noted that there are two applications for the Maple Tree Centre that have highlighted the need to be read in conjunction with each other.

The panel noted that a joint submission would provide an appropriate solution in Wheatley and that the groups should be urged to work together.

The panel felt that further work was required on the business plan, including more information on open access provision.

**Recommendation:** Overall the panel were supportive of a joint bid in principle, and felt that many aspects of it met the criteria. The panel recommends to Cabinet that this bid is deferred to the next round.

37. **Applicant Organisation: St Nicholas Primary School (Marston Northway Children's Centres)**

**Amount:** £8,000 over 3 years

**Proportion of proposed budget:** 100%

**Overview:** The school would like to continue some of the activities that Marston Northway Children centre was providing. Some of this was already happening in the school as part of the centre outreach services. The activities provided would include: Stay and Learn sessions for children aged 0-3 years (every Friday for 2 hours a week), support group for hearing impaired children, adult learning, crèches, and parenting courses.

**Panel feedback:** The panel noted that the proposal was robust and the proposed model meets the funds criteria.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

38. **Applicant Organisation: Sharing Life Trust (Red Kite Children's Centres)**

**Amount:** £30,000 over 3 years

**Proportion of proposed budget:** 15%

**Overview:** The centre has a well-developed published programme of activities which is updated three times a year. This includes a range of activities which offer universal provision open to all parents and children aged 0-4yrs, together with some sessions targeted at specific groups and those that are by invitation only. Some activities are arranged as a joint venture with the local Health Visitors. The aim is to continue the provision of all universal activities and the joint activities with Health where appropriate. Targeted activities could continue in collaboration with OCC Children's Services when they are requested and subject to agreement on funding arrangements. It is intended to continue using the centre building in Thame and the library annexe accommodation in Chinnor for this provision.

**Panel feedback:** The panel noted that the proposed model meets all of the fund eligibility criteria and were supportive of the bid.

The panel welcomed the significant amount of external funding already secured or committed to the proposal.

It was noted that a revision to the budget is required to take into account the premises costs.

**Recommendation:** The panel recommend that Cabinet approves this bid for funding.

39. **Applicant Organisation: Oxfordshire Play Association (South Abingdon Children's Centres)**

**Amount:** £43,677.50 over 3 years

**Proportion of proposed budget: 15%**

**Overview:** The Oxfordshire Play Association (OPA) are proposing to take over the running and management of, alongside the delivery of services at South Abingdon Children's Centre with effect from April 2017. The aim is to create a Multi Agency / Partnership 'HUB' for the Families of South Abingdon and beyond where they can Play and Learn. OPA would like to offer a range of services delivered by OPA whilst also maintaining the delivery of services from other voluntary, community and statutory sector groups.

**Panel feedback:** The panel noted that any robust proposal would need to take into account that there is a statutory requirement for nursery places in the area.

The panel noted that there are a number of interested parties in this site and that groups should be encouraged to work together to find sustainable solutions.

It was noted that all bids should be assessed at the same time to provide a robust assessment process.

**Recommendation:** Overall the panel felt that many aspects of the bid met the criteria; however this would need to be revised in light of the requirements for nursery places. The panel are asking Cabinet to recommend that all bids for the South Abingdon site are assessed at the next round in January.

40. **Applicant Organisation: Donnington Doorstep**

**Amount:** £75, 674 over 3 years

**Proportion of proposed budget: 50%**

**Overview:** Donnington Doorstep has been delivering high-quality and much loved stay and play sessions for over 32 years. From their purpose-built centre in East Oxford, they offer fun activities for parents, carers and pre-school babies and children four days a week from 10am – 1pm. In the school holidays their expert staff team are able to adapt their weekly activities to enable families to bring their older children along too, and the youth team offer additional support. This means their offer is of benefit to the whole 0-19 age range.

**Panel feedback:** The panel noted that the overall eligibility criteria were not met in particular the requirement of funding those centres in danger of closing resulting from the changes in Children, Education and Families transformation project.

**Recommendation:** The panel recommend that Cabinet decline this bid for funding.

41. **Applicant Organisation: The Happy Hub Cholsey**

**Amount:** £9,000 over 3 years

**Proportion of proposed budget: 13%**

**Overview:** The Happy Hub in Cholsey has been set up to make sure all children in the local area are properly prepared for school, regardless of background or family circumstances. The centre also offers support to parents to help them raise their children. The Happy Hub works with children from the ages 0 to eleven.

**Panel feedback:** The panel noted that the overall eligibility criteria were not met in particular the requirement of funding those centres in danger of closing resulting from the changes in Children, Education and Families transformation project.

**Recommendation:** The panel recommend that Cabinet decline this bid for funding.

42. **Applicant Organisation: Lord Williams School**

**Amount:** £5,975 per annum

**Proportion of proposed budget:** N/A

**Overview:** Lord Williams offer young carers support meetings every other week. Twice a year they offer trips. In the Christmas term, years 7,8,12 & 13 go to the pantomime, years 9 & 10 are taken to Youlbury for a residential pre-exam period. In the summer all carers are invited to a theme park.

**Panel feedback:** The panel noted that the overall eligibility criteria were not met, in particular the requirement of funding those centres in danger of closing resulting from the changes in Children, Education and Families transformation project.

The panel also noted that this proposal was for the 11+ age range and was not providing open access provision.

**Recommendation:** The panel recommend that Cabinet decline this bid for funding.

## Financial and Staff Implications

43. The financial implications are set out in the main body of the report.

Further information in relation to the bids recommended for funding is included below:

Centre	Organisation	Year 1	Year 2	Year 3	Funding requested
Butterfly Meadows	Butterfly Meadows	£10,932.00	£9,226.26	£9,226.26	£29,384.52

Carterton	Carterton Town Council	£10,000.00	£10,000.00	£10,000.00	£30,000.00
Elms Road	Botley Bridges	£30,000.00	£0.00	£0.00	£30,000.00
Grandpont	Grandpont Nursery	£20,600.00	£10,000.00	£5,000.00	£35,600.00
Marston Northway	St Nicholas Primary School	£8,000.00	£0.00	£0.00	£8,000.00
Red Kite	Sharing Life Trust	£10,000.00	£10,000.00	£10,000.00	£30,000.00
<b>TOTAL</b>					
		<b>£89,532.00</b>	<b>£39,226.26</b>	<b>£34,226.26</b>	<b>162,984.52</b>

<b>TOTAL FUNDING AVAILABLE</b>	£1,000,000.00
<b>TOTAL FUNDING REQUESTED</b>	£549,237.00
<b>FUNDING RECOMMENDED UNDER 1ST ROUND OF APPLICATIONS</b>	£162,984.52
<b>REMAINING FUNDING</b>	<b>£837,015.48</b>

## Equalities Implications

44. The Public Sector Equality Duty, under section 149 of the Equality Act 2010, places a responsibility on local authorities to exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.'
45. There are no equality and inclusion implications arising directly from this report.

## RECOMMENDATION

46. **The Cabinet is RECOMMENDED to**
- (a) Approve for funding the following bids:**
- a. Butterfly Meadows
  - b. Carterton Town Council
  - c. Botley Bridges
  - d. Grandpont Nursery
  - e. St Nicholas Primary School
  - f. Sharing Life Trust
- (b) Ask that further work is conducted to develop more robust business plans and reapply for funding under the next round of applications:**
- a. Barton Community Association

- b. Employment Action Group
- c. Chalgrove Primary School
- d. Cutteslowe Primary School
- e. The Nature Effect
- f. Magpies Pre-School
- g. Friends of Maple Tree Children's Centre & Wheatley Nursery School
- h. Oxfordshire Play Association

**(c) Decline for funding the following bids:**

- a. Donnington Doorstep
- b. The Happy Hub
- c. Lord Williams School

MAGGIE SCOTT  
Chief Policy Officer

Background papers: Transition Fund Application Forms.

Annexes: Annex 1: Transition Fund Guidance Notes  
Annex 2: Transition Fund Application Form

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November 2016

## ANNEX 1

### GUIDANCE NOTES

#### TRANSITION FUND COMMUNITY INITIATIVES FOR OPEN ACCESS CHILDREN'S SERVICES

September 2016

##### Background

In February 2016 the council agreed to set aside £1m for creating a transition fund to provide pump-priming grants for establishing universal provision of children's services in communities across Oxfordshire.

Further details about the council's decision are available at:

<https://www.oxfordshire.gov.uk/cms/news/2016/feb/joint-statement-budget-political-leaders-oxfordshire-county-council>

This approach supports the council's commitment to a new way of delivering open access services across communities. Under Oxfordshire Together we have been working with town and parish councils, voluntary sector organisations and local community groups to encourage the continuation of open access sessions such as stay and play and youth group sessions where the council can no longer provide funding for these services. Further information about this work is available at: <https://www.oxfordshire.gov.uk/cms/public-site/childrens-services>.

##### Our approach

The purpose of this £1m transition fund is to provide pump priming grants for sustainable community solutions for open access children's services. In awarding the grants, our approach will be flexible, recognising the different needs across the county. We will work with community groups on an individual basis to develop individual solutions, so if you would like to apply for a grant you are advised to contact us at an early stage. To get in touch with us, please email us at: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk).

Any proposals for funding will need to demonstrate sustainability and the ability to self-fund in the long term. This will be a key criterion for assessing all applications. In addition match funding is strongly encouraged, and we will be asking all applicants to put together a robust business case showing how the project will self-fund in the long-term.

There will be two rounds of applications with deadlines in October 2016 and January 2017, so if your bid is not successful in the first round, we will be happy to work with you to help develop a strong business case and re-apply for funding. Further rounds of applications will be considered, if appropriate, post-January 2017.

## What do we fund? (eligibility criteria)

Funding is available for sustainable community solutions for open access children's services. As the county council is withdrawing funding for some non-statutory children's services, we want to see communities come forward with their proposals for open access services for children and their families, reflecting local need and priorities.

It is entirely up to each community to decide what the new arrangements might look like. In order to be eligible for transition funding, projects must meet a number of key eligibility criteria, and we require all applicants to submit a fully developed business case that demonstrates how the criteria will be met.

If you need help developing the business case, you can contact OCVA, who will be able to offer guidance, or you can consult the government's advice on writing a business plan at: [www.gov.uk/write-business-plan](http://www.gov.uk/write-business-plan).

To make sure you have included all the relevant information in your business case we have put together a suggested checklist:

- Description of the project/ activity
- Needs analysis
- Desired outcomes & beneficiaries
- Costs
- Sources of funding & long-term sustainability
- Performance Measures (how results will be monitored)
- Governance

### Grant criteria

- Sustainable solution for open access children's services in the local community
- Ability to self-fund in the long-term, as outlined in the business case
- Clearly defined costs and timescales for implementation
- Evidence of the need for the project
- Community buy-in
- Engagement, partnership working and collaboration
- Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.
- To what extent we can have confidence that the project will have a lasting impact, beyond the funding period.

We want to see projects which are rooted in their communities and which have grown out of a specific local need. All applicants must work closely with their local community to ensure their project is properly connected locally, responds to recognised need and does not duplicate other provision. We would also ask to see evidence of a strong buy-in from the local community, and any successful initiative would need to be accessible, inclusive and open to all.



Funding will only be awarded on a one-off basis and must be spent within a maximum of 3 years (*depending on your business plan, it could be by end of financial year; set number of years or as per the milestones identified in the business case*).

Funding can be awarded for salaries and overheads if these were part of the sustainable business plan. It is important to emphasise though that the grant will be a one-off payment so organisations need to take this into account when building their business case.

### **Who can apply:**

**In order to be deemed eligible for funding, applying organisations must have a committee and/or a constitution or appropriate rules setting out aims and objectives and how the group will operate, and a bank account<sup>1</sup>.**

- Not-for-profit community groups
- Town and parish councils
- Schools
- Social enterprises
- Charity organisations
- Community associations
- Companies limited by guarantee
- Parent teacher associations
- Cooperatives
- Friendly societies
- Youth Clubs

### **What don't we fund?**

#### **Organisations:**

- Individuals or sole traders
- Profit-making organisations
- Organisations not established in the UK
- Organisations that give funds to other charities, individuals or other organisations

#### **Projects:**

- Projects that duplicate an already existing service
- Activities which a statutory body is responsible for
- Activities with a religious or political purpose
- Activities that contradict or act against any of the Council's agreed policies such as [Equalities](#) and [Safer Recruitment](#), or fail to comply with all the other relevant statutory requirements, such as health and safety legislation

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<sup>1</sup> Please note we will not make any payments into individuals' bank accounts, so it is very important that your group has a bank account.

Please note that this is not an exhaustive list and if you are not sure whether you are eligible for funding you should get in touch with us at: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk).

## **How to apply**

### **Application process:**

- 1) Expression of interest with outline business case
- 2) Initial review
- 3) Application form & business case
- 4) Review of bid by transition fund cross party group with recommendations to Cabinet
- 5) Assessment of bid by Cabinet
- 6) Decision
- 7) Notification to bidders

### **Deadlines**

There are two applications round, with deadline dates of:

- 1) 21 October 2016 and
- 2) 09 January 2017

We encourage applicants to contact us early with their expressions of interest or any questions they might have, to avoid any delays in the council assessing the bids and making a decision.

## **How will applications be assessed?**

We will assess your application against the key criteria set out above and we may also seek feedback from community stakeholders and the local county councillors.

A cross party panel will review all applications and then make recommendations to Cabinet. The final decisions will be made by Cabinet meeting in public on 29 November 2016 (first round) and 21 February 2017 (second round). The Cabinet will judge each application on its own merits, giving due regard to local circumstances and need.

Cabinet decisions can be called-in by the Performance Scrutiny Committee, which can decide to approve the decision, ask Cabinet to reconsider, refer it to full council for further debate, or require further information of further work to be done.

## **Awarding the grant**

Applicants, along with their local county councillor, will be notified by email of the Cabinet's decision within a week of the decision being made.

Successful applicants will be asked to sign a legal agreement with the council (for any grants over £5,000). Once the legal agreement is signed, we will then transfer the funding into the organisation's bank account.

For larger grants/ where appropriate, funding might be phased depending on the outcomes achieved following the first stage of delivery.

Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

## **Monitoring**

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project.

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)

Successful applicants will be strongly encouraged to keep us informed about the progress of their projects. Any setbacks to the implementation of the projects should be reported to the Transition Fund Team. Delivery of the projects will be monitored as per milestones identified in the business case/ project proposal.

Any unspent grant funding will be recovered by the county council.

## **Other sources of support and funding available**

- Oxfordshire Community and Voluntary Action (OCVA)
- Oxfordshire Community Foundation
- Community First Oxfordshire

## **Contact us**

Sarah Jelley  
Policy Team  
Oxfordshire County Council  
County Hall  
New Road,  
Oxford OX1 1ND

**Email:** [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk)  
**Telephone:** 07554103437

## ANNEX 2

### GRANT APPLICATION FORM

#### TRANSITION FUND COMMUNITY INITIATIVES FOR OPEN ACCESS CHILDREN'S SERVICES

##### The Scheme and Guidance

In February 2016 the council agreed to set aside £1m for creating a transition fund to provide pump-priming grants for establishing universal provision of children's services in communities across Oxfordshire.

In awarding the grants, our approach will be flexible, recognising the different needs across the county. We will work with community groups on an individual basis to develop individual solutions, so if you would like to apply for a grant you are advised to contact us at an early stage. To get in touch with us, please email us at: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk).

Any proposals for funding will need to demonstrate sustainability and the ability to self-fund in the long term. This will be a key criterion for assessing all applications. In addition match funding is strongly encouraged, and we will be asking all applicants to put together a robust business case showing how the activity will self-fund in the long-term.

Please read carefully the **guidance notes** available on the Council's website to check whether your organisation or the activity you wish to fund is eligible for funding under the scheme's criteria.

##### The Application Process

- 8) Expression of interest with outline business case
- 9) Initial review
- 10) Application form & business case
- 11) Review of bid by transition fund group with recommendations to Cabinet
- 12) Assessment of bid by Cabinet
- 13) Decision
- 14) Notification to bidders

##### Deadlines

There are two applications round, with deadline dates of:

- 3) 21 October 2016 and
- 4) 09 January 2017

##### Contacting Us

Sarah Jelley, Policy Team  
Oxfordshire County Council  
County Hall, New Road, Oxford OX1 1ND  
Email: [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk)  
Telephone: 07554103437

**TO BE FILLED IN BY APPLICANT**

**Name of your organisation:**

**Type of organisation:**

**Organisation Address:**

**If a registered Charity, please specify number**

**Contact Name**

**Telephone**

**Email**

**Payment Details**

Please provide your organisation's payment details (note: payments will not be made to an individual's bank account).

<b>Account Name</b>	
<b>Bank or Building Society Name</b>	
<b>Account number</b>	
<b>Sort code</b>	

## ACTIVITY OVERVIEW

### 1. Name

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### 2. Summary

*Please describe the activity you wish to fund.*

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### 3. Activity Dates

*Please state when you would spend the funding. Please include start and end date for the activity and major milestones, if any.*

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**PLEASE NOTE: ALL FUNDING MUST BE SPENT WITHIN A MAXIMUM OF 3 YEARS** *(depending on your business plan, it could be by end of financial year; set number of years or as per the milestones identified in the business case).*

### 4. Analysis of Needs

*Please explain how the activity will address a recognised need in your community.*

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**5. Success Measures**

*How will you monitor progress towards the achievement of your outcomes?*

**6. Sustainability**

*How will you ensure the sustainability of the activity? How will the activity be funded in the long term?*

**7. Costs**

<b>Description</b>	<b>Cost</b>
<i>Please provide us with a breakdown of costs of your proposed activity. E.g. Volunteer Training, Transport, Information &amp; Promotion, Equipment &amp; Materials, Refurbishment etc.</i>	

<b>TOTAL</b>	

**8. Other funding received**

*Please include details of any other grant funding you have received, including any awarded by Oxfordshire County Council or any funding that has been committed to the activity in principle.*



## **Applicant Agreement**

### **The organisation undertakes that:**

- The information provided on this form is true and accurate.
- Any funds awarded will be spent in accordance with the details provided above.
- For all bids £5,000 and over, or if requested, it will provide details of how funding has been spent and cooperate fully with any other monitoring process undertaken by the Council to ensure the proper use of funds.
- It will advise the Council of any potential difficulties in complying with this agreement as soon as possible so that mutually acceptable solutions can be found.
- Funding awarded will not be spent on activity that does not comply the abovementioned policies of the Council.
- Details of the activity will be listed on the Council's website and may be communicated to a wider audience (e.g. via the local press).
- The funds awarded will be reimbursed to the Council if the organisation is in breach of these terms.
- The activity will be carried out in compliance with all relevant laws.

### **We hereby agree to these terms:**

**Name:**

**Signed:**

**Date:**

**On behalf of (organisation):**

**Please ensure that you have signed the application form** before submission to the Policy Team. Please note that while we can accept scanned signatures, **we cannot accept typed signatures.**