

MONITORING MAJOR GRANTS FORM

NAME OF Applicant:

Contact:

Address:

Meeting date and venue: *Officer to make appointment with a representative of the group to make the appointment to visit, ideally the premises where the grant was required.*

Representatives from the Group present: *Names of those representing the applicants.*

Representative(s) from EFDC: *Names of officers and any Cllrs inc Portfolio Holder for Leisure and Wellbeing.*

Nature of Application: *eg. Security fencing (anti climb). – equipment , works to premises etc*

Reason for visit: *Check that the money granted has been spent as stipulated.*

Project completed/not completed and why: *When was the completion date/did the group experience difficulties/ why was the initiative not completed to time/lack of funding/lack of volunteers/ lack of group's officers?*

Has the project been a success and why: *Has the initiative been successful in as much that past users are using more often than they used to,, more residents participating, more children taking part in the activities, more income coming in, has encouraged more volunteers, has involved more community involvement/spirit.*

Promotion of EFDC funding – in what way: *posters, newsletters, parish letters, local papers*

Has the initiative been successful? *Increased use/interest/participation/*

If applicable, was the Group able to obtain additional funding, and from whom, to complete the project? *Names of additional funders and how much funding received. Was the funding request received without complications/*

If applicable, has the initiative reduced antisocial behaviour in the area? *Have more young people engaged in the activity/initiative/group and reduced the 'I am bored' statement. Reduced the number of young people on the local streets/congregating in local usual trouble spots.*

Has the numbers of participants increased since the initiative commenced? *Has membership/usage/participation increased and why?*

What are the attendance figures and how do these compare with anticipated figures?

Numbers of users now participating compared with previous figures and do these current figures match those expected to participate in the completed project.

Are any further improvements/developments anticipated/needed in respect of the project?

Are there any further improvements that are required ie phases of renovations/additions to works/enhancement of previous project?

Is the scheme/project in good condition?

Visit maybe carried out some time after completion of project. Therefore are the works, for which funding was obtained, still in good condition?

What problems does the Committee face ie lack of Committee/funding/local support/volunteers?

Scheme/project/initiative could suffer from lack of: funding/ officers/ enthusiasm from residents/volunteers – what?

How does the Group see its long-term future? Increasing usage of project/increasing membership of club/group.

*Short lease so maybe only around for the next 10 years.
Expanding on the current scheme/project/initiative.*

Does the Group have any staffing/volunteering issues?

If so, please report on these.

Are the premises adequate and would the Group wish to see any changes?

Maybe further funding to complete renovations/increase the facilities – ask the group to explain.

What financial issues face the Group?

Lack of funding from: the Parish/Town Council/ residents/ membership/ subscriptions/interest on savings/deposits held/unable to increase rents etc

What training arrangements, if any, are undertaken?

This could additionally include coaching training/CRB's checks/risk assessment advice/use of equipment/safety training.

Does the Group maintain attendance records?

This to include membership numbers/attendance figures/numbers of officers attending meetings

Do you have regular contact with other such groups as yours outside Epping District?

Yes or No but we may consider sharing information/it's a good idea which we have never thought about.

If so, with whom and is this useful?

Details of other groups/organisations with whom they have regular contact and the usefulness.

Are there any other issues that the Group wishes to discuss?

These may be items which are unconnected with the grant but will add useful information to the report and in some cases may be an issue experienced by other groups, which we are aware of and so maybe able to assist.

Any other issues/comments you would wish to add from the visit:

This the opportunity for officers/Cllrs to add their personal comments from their visit.

Grant Aid Funding – Visits to Long Term Funding Groups

Name of Group:
Date of Visit and venue:
Present:
Objectives of the Group:
Issues Discussed:
Premises:
Financial/Funding Situation:
Staff/Staffing Issues:
Training Arrangements:
Keeping of Client Records:
Relationship with other Voluntary/Public Bodies:
Future Plans/Activities:
Other Issues:

Areas of Advertising:

1. Contacted all major town and parish councils where they have advertising and /or notice boards requesting them to display our publicity notice.

Contacted all parish and town councils where they have a local resident's magazine or similar requesting them to publicise our advert. Theydon Bois is one such publication.

(Epping Town Council refused saying that EFDC produce its own publication (The Forester) which is where the advert should be)

2. Epping Town Guide – published by yearly – independent from Epping Town Council – has been used in the past on a regular basis where GA is advertised in a quarter page ad, however our budget is very limited for advertising (£250) and this advert exceeds, or nearly exceeds, or total budget.
3. Contacted groups such as North Weald Airfield Museum (The Hurricane) where they publish a regular newsletter requesting that they include our advert where space permits.
4. Contacted 'on-line' newsletters that are produced locally such as Everything Epping Forest and the one produced by John Mahoney of The Loughton Club where for a small charge, the Grant Aid scheme is advertised.
5. Contacted places such as Epping Hall, Budworth Hall, Theydon Bois Hall where they were happy to display a notice advertising Grant Aid.
6. All groups receiving funding are asked to publicise their grant to as wide an audience as possible through AGM papers, local news, local publications, in or on the project funded.
7. Where possible groups in receipt of funding are asked to display an advert advising residents of the funding – this can be in the form of a display stand with a paper advert inserted or a laminated sheet. When we undertake our Audit visits, we check to see if the advert is displayed. (It is pleasing when we go to premises that are being used as a Polling Station, that have been funded by GA, to see the notice still on display several years later.
8. Where it is known that T&P Councils have Parish Offices we have sent copies of the GA forms for display, Same with Libraries etc when the forms were revised. However with the popularity of an electronic system, of late sending forms attached to an email request has been the swiftest and safest way of sending the forms etc to the groups. Paper copies of the form are available in the EFDC Main Reception, in Leisure Reception at Hemnall Street and in the Members' Room at Civic Offices (sadly copies in this stand never need replacing).

9. When new forms are introduced, we have in the past 'taken a table' at local events to publicise the scheme. However this has not always been good value for money in term of officer time etc.
10. We have, in the past, asked Members to identify to us, groups that are in need of funding. Sadly this received a poor response. However one or two Members are very good at approaching officers when they are aware of groups in need (Cllr Morgan/Matching Cricket Club; Cllr Sartin/St Peter's Church; Cllr Angold Stephens/Loughton Brook Project to name by a few).
11. We have attended the 'New Members' session after the May elections to 'advertise' the scheme. In an EFDC publication given to new members, the scheme is featured.

Consultation Arrangements:

Copies of the completed form(s) are sent to:

The Portfolio Holder of Leisure and Community Wellbeing

The Ward Councillors – for comment

EFDC Finance Directorate

VAEF – for information for their FAIR project and for comment

To Sports Development – if the application relates to Sports Club or similar

To EF Arts – if the application relates to arts or a theatre group

We may consult a third party if they are mentioned in the application form details.