

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Service Manager (Committee & Administrative Services) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Head of Members' Services has confirmed the decision has not been called in.

1. Description of decision

To award a grant of up to £1,000 to ACCM towards the cost of organising an open event day to bring together members of the various Bedford African communities and to provide an opportunity for all residents to learn more about African culture.

2. Date of decision

31st May 2017.

3. Reasons for decision

The award is in accordance with the established criteria for making awards and will assist a local charity to organise an open event day to encourage members of the various Bedford African communities to meet and share culture, music, food, fashion, storytelling, dance etc. and to provide an opportunity for all residents to learn more about African culture with the aim of promoting community cohesion.

4. Alternatives considered and rejected

The alternatives of not awarding a grant, or awarding an alternative amount, were considered and rejected.

5. How decision is to be funded

The award will be funded from the agreed budget for the award of Community Chest grants.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

n/a

Signed Dave Hodgson

Date 31st May 2017

Name of Decision Taker MAYOR DAVE HODGSON

This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.

Date decision published: 5th June 2017

Date decision can be implemented if not called in: 13th June 2017

(Decision to be made exempt from call in.....NO)

Bedford Borough Council – Report to the Mayor

May 2017

Report by the Assistant Chief Finance Officer

Subject: COMMUNITY CHEST 2017/2018

1. Executive Summary

This report advises the Mayor of one application for funding from the Community Chest and requests a decision regarding the funding, if any, to be awarded.

2. Recommendation(s)

The Mayor is requested to consider one application for financial assistance which is summarised at Appendix B and, if satisfied, to determine the sum, if any, to be awarded up to the maximum of £1,000 in accordance with the agreed Community Chest criteria.

3. Reasons for Recommendations

To enable consideration to be given to supporting an application for financial assistance from voluntary, community or charitable organisations working locally which provide services that benefit Bedford Borough residents.

4. Key Issues

4.1 Legal Issues

The Council must have the power to provide grant funding to the organisation concerned. A source of power for payments to “voluntary organisations” (which are defined to be “a body which is not a public body but whose activities are carried on otherwise than for profit”) and to charitable bodies (in furtherance of their work in the United Kingdom) is s.137 of the Local Government Act 1972. A further source of power is of the Localism Act 2011.

Criteria for the award of grants from the Community Chest fund have been established by the Grants Committee over a number of years and are reproduced at **Appendix A**.

4.2 Policy Issues

The criteria for the award of grants to voluntary, community and charitable organisations from the Community Chest (shown at Appendix A to this report) were approved by Members at the meeting of the Grants Committee on 3 March 2011.

4.3 Resource Implications

The Council's agreed revenue budget for 2017/2018 includes a budget for the award of Community Chest grants. There is one application for funding for consideration set out in this report for a total sum of **£1,000** and there are sufficient funds remaining to meet this amount should it be awarded.

4.4 Risk Implications

There is a risk to the Council's reputation if the process for allocation of grants is not seen to be conducted in a fair and transparent manner. There is also a small risk that a legal challenge could be made against the Council under, for example, equalities legislation. This risk is mitigated through previous consultation undertaken with the third sector which was considered by the Grants Committee at its meeting of 14 March 2012 and the established criteria and application process for the Community Chest which was approved by the Grants Committee at the meeting of 3 March 2011.

4.5 Environmental Implications

No adverse environmental implications have been identified as arising from the project for which funding is sought.

4.6 Equality Analysis

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty as set out in Section 149(1) of the Equality Act 2010, to have due regard to the need to;

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

A detailed equality analysis regarding the Council's arrangements for consideration of grant applications was considered by the Executive on 7 December 2011. This analysis shows that the organisations supported through third sector grants and community chest awards provide services to persons with protected characteristics and, therefore, there is the potential for changes to the level of support provided to organisation to adversely affect persons in protected groups.

A relevance test for equality has been completed in respect of the recommendations made in this report. The equality test determined that since there are no proposals to change the processes or guidelines for the award of grants that the activity has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relation. An equality analysis is not needed.

5. **Details**

The Mayor is requested to consider the applications shown at **Appendix B** having regard to the approved criteria, which are shown at **Appendix A**.

6. **Summary of Consultations and Outcome**

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

None.

7. **Ward Councillor Views**

Not applicable for this report.

Report Contact Officer(s): Lee Phanco, Assistant Chief Finance Officer (01234) 718351
E-mail lee.phanco@bedford.gov.uk

Previous Relevant Minutes: Minute 12; Grants Committee 11 February 2015
Minute 3; Grants Committee 14 March 2012
Minute 3; Grants Committee 3 March 2011

Background Papers: Application form received from the organisation.

Appendices A – Criteria for the award of Community Chest Grants
B – Application – ACCM

BEDFORD BOROUGH COUNCIL
COMMUNITY CHEST FUND
APPLICATION FOR FINANCIAL ASSISTANCE 2014/15
(VOLUNTARY, COMMUNITY OR CHARITABLE ORGANISATIONS)

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- **Economic Development, Regeneration & Enterprise**
- **Environment & Climate Change**
- **Adult Health & Wellbeing**
- **Children & Young People**
- **Safer Communities**
- **Sustainable Communities (incl. Housing & Transport)**

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx

The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000**.

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;

- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality and tackling discrimination and the new public sector equality duties from April 2011:
 - *Eliminate discrimination*
 - *Advance equality of opportunity*
 - *Foster good relations*
- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:
 - Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.
 - In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment(s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

**COMMUNITY CHEST APPLICATIONS: GRANT REQUEST EVALUATION
EVENT FUNDING 2017/18**

	Name of Applicant:	ACCM (UK)	
	Operating address of the organisation in Bedford Borough:	3A Woburn Road, Bedford, MK40 1EG	
	Date of Application:	02/03/2017	
2e	When was the organisation established?	February 2008	
1 a-g	Type of organisation: e.g. Trust, registered charity, company limited by guarantee, etc. State registration number where applicable Social Enterprise, CIC	Registered Charity, number 1128904	
1h	Is the organisation a local group of a national organisation, if yes, state which.	No	
Q16	Geographical area of operation, (town, village or ward(s))	Bedford Borough- <i>'They live around Bedford although majority reside in Kempston, Castle, Queens Park and Cauldwell.'</i>	
Q8	Number of paid employees:	3 FT	0 PT
Q8	Number of volunteers:	3>10Hrs	7<10Hrs
7a	Organisation operates to an appropriate quality system, if yes, state which. State if fully accredited or 'working towards'.	Yes, but not stated on application which quality system.	
Pg 1	Organisation works with Bedford Borough officers to deliver this service or activity? If yes, details here.	'Yes. <i>Jo Tester Community Engagement Officer Public Health Team HealthWatch Domestic Violence Teams Children and Adult Services'</i>	

Q3	Aims and objectives and activities of the organisation	No answer given.
Q15b	Expected outcomes of the organisation’s current and planned activity(ies) and how they will be monitored	<p><i>‘Outcomes will include:</i></p> <ul style="list-style-type: none"> <i>• Other Bedford communities knowing African communities in Bedford.</i> <i>• Sharing in what is African food, music, dance, fashion / traditional costumes, etc.</i> <i>• Improved communication amongst Bedford Africans and knowledge of each other Children and Young people appreciating their heritage in Bedford.</i> <i>• Having statutory services stalls will enable hard to reach African families access information, meet service providers.</i> <i>• Overall improvement in the Bedford diversity and cohesion as Africans are appreciated by the whole Bedford community instead being seen as refugees</i> <i>• Bring other Faiths together as well’.</i>

SUMMARY OF ORGANISATION’S ELIGIBILITY

Principles for the award of grants from the Community Chest

15f	<p>1 Supports the Council’s Sustainable Community Strategy 2009/12</p> <p>How will the funding requested assist the Council in the delivery of the Sustainable Community Strategy?</p>	<p><i>‘Our work and activity will assist in supporting the Council’s Sustainable communities Plan priorities by tackling health inequalities to improve life expectancy amongst the most deprived and minority men in Bedford.</i></p> <ul style="list-style-type: none"> <i>• ACCM (UK) since 2009 has been working on Adult health & Well Being programmes, where we have been reaching out to the most hard to reach members of the communities to enable them to access to high-quality health and social care services when they need them and empowering them to lead healthy, active and independent lives.</i> <i>• This funding application will enable ACCM (UK) to organise a successful Bedford African Communities Event that will improve diversity and community cohesion through sharing of culture, music, food, story, dance and etc.</i> <i>• ACCM (UK) works closely with NHS Health professionals, Public Health Teams, GPs and Health-Watch who will be at the event to meet hard to reach users to give information and support ranging from Diabetes, cancer, strokes, HIV/AID to ensure that the Council’s Health and Social Care Sustainable Communities Plan polices and strategies are met.</i> <i>• Our strong links and work with Religious and Community Leaders from all faiths will ensure that we reach many minority men and other vulnerable members of the community as they will be encouraged by Religious and Communities Leaders to attend. Holding activities and events in Temples and Mosque venue settings will be more attractive and easily accessible to men.</i> <i>• This will be a first Event about Africans in the Region and we hope that it will attract people</i>
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			form far afield into Bedford’.
15g	2	<p>Value for money</p> <p>How does the funding requested represent value for money for council tax payers?</p>	<p><i>‘This is about Bedford and its diverse communities, bring communities together to celebrate what is African, learning and sharing and appreciating another group and its culture. It will improve relationships amongst communities who otherwise think of African as refugees or here to take social benefits when they are actually contributing to Bedford and UK wide society.</i></p> <p><i>It is also part of our health and wellbeing programme to reach out to hard to reach families, empower them, get them engaging with outsiders of their own communities.’</i></p>
15h	3	<p>Equal Opportunities</p> <p>How does the work of this organisation help to support the Council to promote equality and tackle discrimination and the new public sector duties? Does it:</p> <ul style="list-style-type: none"> • Eliminate discrimination • Advance equality of opportunity • Foster good relations 	<p><i>‘ACCM (UK) has Equal Opportunities in place for use during staff and volunteer induction and training. Copies are available on request.</i></p> <p><i>Our Equal Opportunities policies state that:</i></p> <ul style="list-style-type: none"> • <i>ACCM (UK) is an equal opportunity employer and service provider. We are committed to ensuring within the framework of the law that our work place and activities are free from unlawful or unfair discrimination on grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), sexuality, religion, or beliefs, marital status, disability, age, pregnancy or trade union membership, or the fact that they are a part-time worker or a fixed-term employee.</i> • <i>ACCM (UK) upholds a policy of equal rights and access to opportunities for social and developmental welfare. We are committed to promoting equality, challenging discrimination and developing community cohesion.</i> • <i>Trustees, staff and volunteers are from different backgrounds representative of communities that we support. Trustees have been recruited from professional backgrounds that enable ACCM (UK) managed, supported and to ensure that our services and approaches applied are inclusive and meet the needs of all communities. One of the Trustees is a qualified lawyer who advises on equality matters and provides training and update information on policy and the law.</i> • <i>ACCM (UK) Trustees, staff and volunteers are often attending external training to update their skills and knowledge on equality.</i> • <i>ACCM (UK) is a member of various bodies including LOCALITY, UK Faculty of Public Health, NCVO and Human Resources Legal firms in Bedfordshire and Luton. Our Equal Opportunities Policies were drawn up by a professional Human Resources Agency, a member of LOCALITY who always send us new information to update our Policies or training. We are continually being forwarded up to date information by these organisation to update our knowledge, files and work practices.’</i>
	4	<p>Meeting the criteria for the award of grants established by Members</p> <p>Has the organisation met the criteria established by Members?</p>	Yes.

15d	5	<p>Duplication of services</p> <p>How has this organisation demonstrated that it provides a unique service to the residents of the borough?</p>	<p><i>'No. Unique elements of our service:</i></p> <ul style="list-style-type: none"> • <i>Since 2009 we have worked to develop our work in tackling health inequalities targeting minority and disadvantaged communities in Bedford as no other organisation at that time was undertaking similar work.</i> • <i>In 2009 we were contracted to support Public Health Team and Commissioners to support their work to reach out to BME and hard to reach communities to undertake health checks and over 1,500 minority people had health checks. The success gained ACCM (UK) trust as an organisation tackling health inequalities and can reach out to disadvantaged communities and areas. This enabled us to secure a three year grant of £236,047 from Big Lottery Fund to continue this work.</i> • <i>ACCM (UK) uses community development approaches that involve full consultation and participation in decision making by all at all levels. This is possible as we recruit volunteers from target communities to be champions of their people. We run activities in local community or Religious centres around Bedford to enable easy access, convenient, safe and familiar surroundings that encourages full participation.</i> • <i>We helped set two Ghanaian groups, who meet at offices when it was clear that they did not know each other when two young men died and they were not known within their Ghanaian community</i> • <i>Provide crèche to enable parents with young children to attend</i> • <i>Provide interpreters and have set up ESOL courses to ensure that non-English speakers fully participate</i> • <i>Working closely with Religious Leaders, GP's, service providers and voluntary groups enables us to refer users to each other and utilise each other's resources for community benefit</i> • <i>We are delivering Local and Government strategic Policies that will improve the health of the community and make Bedford and a Happy and Health County</i> • <i>We work in partnership with others including running main conference locally such as BME Culture, Faith and Mental Health was held in partnership with ELFT and African Caribbean Forum or the Bedfordshire Suicide Prevention Awareness Conference was organised in partnership with MIND, Samaritans, Bedford and Central Bedfordshire Councils, Public Health Teams and Bedford Commissioning Group. This is important as it leads to sharing of our good practice and information for the benefit of service providers and communities.'</i>
7b	6	<p>Performance Indicators</p> <p>Does this organisation have specific performance indicators, particularly national indicators? Can it meet agreed performance targets?</p>	<p>'Yes'.</p> <p>None listed on application.</p>
15c	7	<p>Provides or supports a statutory service</p> <p>Does this organisation feel that it provides a statutory/complementary service i.e. in that it assists the council in the delivery of a statutory service [This means that if the organisation did not deliver this service the council would need to seek an alternative provider or make direct provision].</p>	<p>No.</p>

8	Works specifically with or for ethnic or minority groups Does this organisation work specifically with or for ethnic or minority groups?	No.
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DETAILS OF REQUESTED FUNDING

	<u>Amount of Grant Requested</u>	£1,000
15a	Purpose for which funding is requested: <i>'ACCM (UK) has for a while wished to organise an Open Event Day to bring together all various Bedford African Communities. The aim is get Africans living in Bedford to meet and get to know each other through share of culture, music, food, fashion, storytelling, dance etc. We also want Bedford as a whole to learn and share what is African to improve diversity and community cohesion. ACCM (UK) has now teamed up with community leaders from Nigerian, Ghana, Kenya and, Zimbabwe to organise this important event to be held on Saturday 24th June 2017 from 1 to 6pm at the Harpur Suite In Bedford.'</i>	
19	What will happen to the service or project if this funding is not awarded? Does the organisation have a contingency plan? <i>'We have not applied to Strategic Partners for core funding we have applied for support to cover the hire of Harpur Suite and putting up gazebos. Other funding will come from African Communities donating and ACCM (UK) will cover the balance of the full cost.'</i>	
19b	Would a grant from this Council help the organisation to secure match/lever funding? If yes, how much would it help to secure and from which organisation?	<i>'Yes. The funds from the Council will enable us to talk to Sponsors about match funding and extra support in kind as well.'</i>
18	Is this organisation actively seeking funding from other local authorities, trusts or organisations in respect of this work or project? If not, why not?	No.
	Date Applied	Organisation applied to
	06 Feb 2017	Strategic Partners - Bedford Borough Council
		Amount applied for
		£350.00
		Outcome (if known)
		Awaiting confirmation from Jo Tester
15e	How has the organisation effectively demonstrated that there is a need for this service or project? [Have they have provided details of research, surveys, consultation or evidence of current demand?]	<i>'ACCM (UK) since 2008 has been working and targeting hard to reach communities in Bedford that include African community. Majority of the African communities are young and work long hours in factories and have little time to see their GPs or attend events Two young Ghanaian men died and I was informed that many of Ghanaian community members did not know them. This prompted ACCM (UK) to set up a Ghanaian Family Group that meets one a month. This group start with 10 people and there</i>

		are now over 70 to 100 members who attend the meetings. There is not Bedford African Community group and this event will establish one if successful it will be held every year.'
Q16	When and where are the services or the project available or will be available to the users?	'They live around Bedford although majority reside in Kempston, Castle, Queens Park and Cauldwell.' No indication has been given in the application of when and where the service is provided. There is a waiting list for the services ACCM (UK) offer.
10a	How many individuals will benefit from this service or project?	The application states that over 1000 individuals benefit from the service and all of them reside in the Bedford Borough area.

Financial Comment

The organisation is a registered charity and a company limited by guarantee.

Financial statements are provided for the year to 31 May 2016 and are subject to an independent examination by Egemole and Co Accountants who do not report any causes for concern regarding the preparation of accounts. The financial statements provide the following information;

	Unrestricted	Restricted	Total
Income	£1,582	£103,970	£105,552
Expenditure	£1,582	£98,648	£100,230
Surplus/deficit	-	£5,322	£5,322

Income is derived mainly from grants.

The balance sheet shows net current assets of £34,581 at 31 May 2016. This is comprised of £4,268 in unrestricted funds and £30,313 in restricted funds. Cash deposits total £32,779.

No information is provided regarding the organisation's policy for holding financial reserves.

This organisation has indicated that the following ticked categories best describe (a) the work of their organisation and (b) the client group(s) they serve.			
(a) Service(s) provided	X	(b) Client Group(s)	X
Accommodation		Children and/or Young People	

APPENDIX B

Accommodation with support		Disabled People	
Adult Education		Ethnic Minority Communities	X
Adult Health and Wellbeing		Workless People	
Advice, Counselling and Information		Families	
Arts Development		Lesbian, Gay, Bisexual, Transgender	
Carers		Homeless People	
Children and Young People		No one specific group	
Community and Tenants' Associations		Older People	
Community Activities/Development	X	Other voluntary and community groups	
Safer Communities		People on low incomes	
Education, Skills and Training		People living in deprived areas	
Environment & Climate Change		People living in rural areas	
Health (including mental health)		Women and girls	
Sports, Recreation and Leisure		Other <i>(please specify)</i>	
Social Inclusion, Community Cohesion & Culture			
Sustainable Communities			
Other <i>(please specify)</i> – Employment, work experience			

BACKGROUND PAPERS



Community Chest 2016/2017
Reference: VSS584682

Community Chest Fund

Application for Financial Assistance 2016/2017

Grant Applications for Funding (Up to £1,000) Core or project funding for established voluntary, charitable organisations and community groups

Community Chest Grants help to improve the quality of life for residents of the Borough by funding organisations which can assist the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy key themes of:

- Economic Development, Regeneration & Enterprise
- Environment & Climate Change
- Adult Health & Wellbeing
- Children & Young People
- Safer Communities
- Sustainable Communities (incl. Housing & Transport)

Further details are available at: http://www.bedford.gov.uk/council_and_democracy/key_plans_and_strategies.aspx
The Mayor has authority to award grants from the Community Chest fund for activities in accordance with the pre-determined criteria outlined below. Grants can be awarded for CORE (running costs) and PROJECT costs **up to £1,000.**

The applicant must be able to demonstrate that the organisation is also seeking funding from elsewhere. Any sum awarded will be regarded as a 'one-off' and no commitment will be given to ongoing funding.

The organisation making an application must ordinarily:

- Be a voluntary, charitable organisation or community group providing services and activities for Bedford Borough residents. Applications cannot be accepted from individuals or party political groups;
- Be known to the council through partnership working or be able to demonstrate that it can develop a relationship with the council or has borough councillor representative(s) on its management committee;
- Be a not for profit organisation;
- Have a constitution, set of rules or memorandum and articles of association with clear aims and objectives which support the council in the goals outlined in the Corporate Plan and the Sustainable Community Strategy;
- Have formal financial arrangements with accounts which are not more than 12 months old and (audited with certificate or verified by a suitable competent person independent of the organisation). Organisations which have been in existence for less than one year can provide a forecast of income and expenditure signed by the chairperson and the treasurer;
- Have a bank or building society account in the name of the organisation with at least two unrelated signatories;
- Have an equal opportunities policy;
- Have a child protection policy/vulnerable adult policy if the organisation works with or for young people/vulnerable adults;
- Provide a report and simple statistics on service provision/progress of the project to the deadlines set by the Council;
- Show how the value of their work can help support the Council deliver its public sector duties to promote equality

and tackling discrimination and the new public sector equality duties from April 2011:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

- Assist the council in providing value for money for the residents of the Borough;
- Not be more suitably funded from another source (either within the council or from another external statutory body);
- In relation to funding for specific projects or events:

Organisations should show that the project or event meets one or more of the key themes of the Council's Sustainable Community Strategy, that there is a demonstrated need and that the project would not ordinarily be funded from other council grant schemes or other statutory bodies.

In most cases, reimbursement will only be made once an event/project has been undertaken and proof of payment (s) made will be required. In certain circumstances other payment arrangements may, however, be considered. The project or event must be undertaken in the current financial year. Failure to achieve this will mean that the funding automatically lapses.

policy?

You must include a copy with your application.

Question 5

Does your organisation work with or for young people/vulnerable adults?

Yes

Are your volunteers/members/staff CRB checked?

Yes

You must include a copy of your child protection/vulnerable adults' policy with your application.

Question 6

Does your organisation have, or have evidence of working towards, an environmental policy?

Yes

You must include a copy with your application

Question 7(a)

Does your organisation have, or have evidence of working towards, an appropriate quality assurance system?

Yes

Please indicate which QA system you have or are working towards. This question is particularly relevant to organisations that provide advice services. Please see additional information in the Guidance Booklet.

Please state which system:

ISO 9001

Question 7(b)

Does your organisation have specific performance indicators?

Yes

Please list here:

Question 8

How many people are involved in running the organisation at this time (Please insert number of people in the boxes provided)?

Full time employees:

3

Part time employees:

0

Volunteers working on average more than 10hrs per week:

3

Volunteers working on average less than 10hrs per week:

7

Members of Management Committee or Board:

5

Question 9

How many people running or managing your organisation are:(Please put the number of people in the boxes provided. Some people may be counted more than once)

White:

0

Black or Ethnic Minorities:

5

Male:

0

Female:

5

People with disabilities:

1

Question 10

User Involvement

How many individuals use your service?

over 1000

If your organisation operates on a county-wide basis, what percentage of people who use your service live in the Bedford Borough Council area?

1000

Are the people who use your service involved in the day to day running of the organisation or development of activities/projects?

Yes

How many?

5

Please explain how the people who use your service are involved:

Volunteers providing support for paid staff, fully involved in planning, organising and running activities, helping with interpreting services, undertaking feedback on one to one or running focus groups to gain views and

opinions of the community, mobilising and promoting our work in the community.

Question 11

Please list any Councillors or Officers who attend meetings on your Management Committee/Board or decision-making body:

None of the Councillors or officers attend our Board meetings.
However, the organisation works closely with Councillors and Borough Officers on many issues and they attend meetings relating to them. Cllr Randolph Charles Counsellor for Cauldwell supports our work and he often visits our offices to gain feedback. Castle Ward Cllr Luigi Reale also visits our offices to meet users, has acted as guest of honour at an awards giving event.
We have had discussions with and got support from Director of Children and Adult Services to apply for a grant to help set up a community Hub.

Public Health Team, HealthWatch, Domestic Violence and Equality Diversity and Community Engagement Teams work closely with ACCM (UK) and we attend each other's meetings, plan and organise outreach together.

Question 12

Have any of the people listed in Question 11 benefited directly or indirectly from their involvement with your organisation?

No

Question 13

Financial Information

Please indicate which financial year your figures relate to:

201 5 / 201 6

Total gross income:

£105552.00

Total expenditure:

£100230.00

Equals Surplus/Deficit for the year:

£5322.00

Savings, Unrestricted Reserves, Cash, Investments:

£29259.00

IMPORTANT - ACCOUNTS

The accounts you supply must be not more than 12 months old and must either have:

- been audited with certificate OR
- been independently verified by a suitable competent person independent of your organisation and have been signed and dated by them, your Treasurer and Chair (Organisations which have been in existence for less than one year should provide a forecast of income and expenditure signed and dated by the Treasurer and Chair. You may be asked for further information during the assessment process)
- **IF YOU ARE PROVIDING NATIONAL/REGIONAL ACCOUNTS YOU SHOULD ALSO PROVIDE AN INCOME AND EXPENDITURE BREAKDOWN FOR YOUR LOCAL SERVICE OR PROJECT.**

If you hold unrestricted funds or reserves in excess of six months operating expenditure or large surpluses, (including those of the national organisation, if you have answered YES at Question 1(g)), please explain what your reserves policy is and why you are holding these funds.

SECTION B: YOUR ACTIVITY

Question 14

How much money are you applying for?

£1000.00

What is the estimated total cost of providing your total service for 2016/2017?

£2530.00

Question 15

Please give a brief overview of the main elements of the service you wish any award to pay for:

ACCM (UK) has for a while wished to organise an Open Event Day to bring together all various Bedford African Communities. The aim is get Africans living in Bedford to meet and get to know each other through share of culture, music, food, fashion, story telling, dance etc. We also want Bedford as a whole to learn and share what is African to improve diversity and community cohesion.

ACCM (UK) has now teamed up with community leaders from Nigerian, Ghana, Kenya and, Zimbabwe to organise this important event to be held on Saturday 24th June 2017 from 1 to 6pm at the Harpur Suite In Bedford.

Please describe the expected outcomes of your work/activity giving details of your target groups who benefit from this work. Please state approximate numbers of each type. How will you monitor these outcomes?

Outcomes will include:

- Other Bedford communities knowing African communities in Bedford
- Sharing in what is African - food, music, dance, fashion / traditional costumes, etc.
- Improved communication amongst Bedford Africans and knowledge of each other Children and Young people appreciating their heritage in Bedford
- Having statutory services stalls will enable hard to reach African families access information, meet service providers
- Overall improvement in the Bedford diversity and cohesion as Africans are appreciated by the whole Bedford community instead being seen as refugees
- Bring other Faiths together as well

Do you provide a statutory service?

No

Are you aware of other organisations that provide the same or similar services to yours for the residents of the Borough? You should note that where possible, awards granted will not be duplicated to organisations providing the same or similar service.

No

What are the unique elements of your service?

Unique elements of our service

- Since 2009 we have worked to develop our work in tackling health inequalities targeting minority and disadvantaged communities in Bedford as no other organisation at that time was undertaking similar work.
 - In 2009 we were contracted to support Public Health Team and Commissioners to support their work to reach out to BME and hard to reach communities to undertake health checks and over 1,500 minority people had health checks. The success gained ACCM (UK) trust as an organisation tackling health inequalities and can reach out to disadvantaged communities and areas. This enabled us to secure a three year grant of £236,047 from Big Lottery Fund to continue this work.
 - ACCM (UK) uses community development approaches that involve full consultation and participation in decision making by all at all levels. This is possible as we recruit volunteers from target communities to be champions of their people.
- We run activities in local community or Religious centres around Bedford to enable easy access, convenient, safe and familiar surroundings that encourages full participation.
- We helped set two Ghanaian groups, who meet at offices when it was clear that they did not know each other when two young men died and they were not known within their Ghanaian community
 - Provide crèche to enable parents with young children to attend
 - Provide interpreters and have set up ESOL courses to ensure that non-English speakers fully participate
 - Working closely with Religious Leaders, GP's, service

providers and voluntary groups enables us to refer users to each other and utilise each other's resources for community benefit

- We are delivering Local and Government strategic Policies that will improve the health of the community and make Bedford and a Happy and Health County
- We work in partnership with others including running main conference locally such as BME Culture, Faith and Mental Health was held in partnership with ELFT and African Caribbean Forum or the Bedfordshire Suicide Prevention Awareness Conference was organised in partnership with MIND, Samaritans, Bedford and Central Bedfordshire Councils, Public Health Teams and Bedford Commissioning Group. This is important as it leads to sharing of our good practice and information for the benefit of service providers and communities

How do you know that there is a need for your work/activity? Tell us how you have identified there is a need for your service or activity, giving details of any research, surveys or consultation you have undertaken or evidence of current demand.

ACCM (UK) since 2008 has been working and targeting hard to reach communities in Bedford that include African community.

Majority of the African communities are young and work long hours in factories and have little time to see their GPs or attend events

Two young Ghanaian men died and I was informed that many of Ghanaian community members did not know them. This prompted ACCM (UK) to set up a Ghanaian Family Group that meets one a month. This group start with 10 people and there are now over 70 to 100 members who attend the meetings.

There is not Bedford African Community group and this event will establish one if successful it will be held every year.

Please show here how your work/activity will assist in supporting the Council's Sustainable Community Plan priorities:

Our work and activity will assist in supporting the Council's Sustainable communities Plan priorities by tackling health inequalities to improve life expectancy amongst the most deprived and minority men in Bedford.

- ACCM (UK) since 2009 has been working on Adult health & Well Being programmes, where we have been reaching out to the most hard to reach members of the communities to enable them to access to high-quality health and social care services when they need them and empowering them to lead healthy, active and independent lives.
- This funding application will enable ACCM (UK) to organise a successful Bedford African Communities Event that will improve diversity and community cohesion through sharing of culture, music, food, story, dance and etc.
- ACCM (UK) works closely with NHS Health professionals, Public Health Teams, GPs and HealthWatch who will be at the event to meet hard to reach users to give information and support ranging from Diabetes, cancer, strokes, HIV/AIDS to ensure that the Council's Health and Social Care Sustainable Communities Plan polices and strategies are met.
- Our strong links and work with Religious and Community Leaders from all faiths will ensure that we reach many minority men and other vulnerable members of the community as they will be encouraged by Religious and Communities Leaders to attend. Holding activities and events in Temples and Mosque venue settings will be more attractive and easily accessible to men.
- This will be a first Event about Africans in the Region and we hope that it will attract people form far afield into Bedford

How does your request for a grant from public funds represent value for money for council tax payers?

This is about Bedford and its diverse communities, bring communities together to celebrate what is African, learning and sharing and appreciating another group and

its culture.

It will improve relationships amongst communities who otherwise think of African as refugees or here to take social benefits when they are actually contributing to Bedford and UK wide society.

It is also part of our health and wellbeing programme to reach out to hard to reach families, empower them, get them engaging with outsiders of their own communities.

How does your work help to support the council to promote equality and tackle discrimination and the new public sector duties?

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

ACCM (UK) has Equal Opportunities in place for use during staff and volunteer induction and training. Copies are available on request.

Our Equal Opportunities policies state that:

- ACCM (UK) is an equal opportunity employer and service provider. We are committed to ensuring within the framework of the law that our work place and activities are free from unlawful or unfair discrimination on grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), sexuality, religion, or beliefs, marital status, disability, age, pregnancy or trade union membership, or the fact that they are a part-time worker or a fixed-term employee.
- ACCM (UK) upholds a policy of equal rights and access to opportunities for social and developmental welfare. We are committed to promoting equality, challenging discrimination and developing community cohesion.
- Trustees, staff and volunteers are from different backgrounds representative of communities that we support. Trustees have been recruited from professional backgrounds that enable ACCM (UK) managed, supported and to ensure that our services and approaches applied are inclusive and meet the needs of all communities. One of the Trustees is a qualified lawyer who advises on equality matters and provides training and update information on policy and the law.
- ACCM (UK) Trustees, staff and volunteers are often attending external training to update their skills and knowledge on equality.
- ACCM (UK) is a member of various bodies including LOCALITY, UK Faculty of Public Health, NCVO and Human Resources Legal firms in Bedfordshire and Luton. Our Equal Opportunities Policies were drawn up by a professional Human Resources Agency, a member of LOCALITY who always send us new information to update our Policies or training. We are continually being forwarded up to date information by these organisation to update our knowledge, files and work practices.

Question 16

Where do the people live who will benefit from this funding, and when is your service available to users? Tell us about where the activity will take place. Will it cover the whole of the county, the Borough, a village or specific ward(s)? When are the users able to access the services you provide? e.g. weekdays, evenings etc. Please list your full opening times, tell us about manned and unmanned help-lines etc.

They live around Bedford although majority reside in Kempston, Castle, Queens Park and Cauldwell.

Do you have a waiting list for the services you supply?

SECTION C: FINANCIAL IMPLICATIONS OF YOUR ACTIVITY 2016/2017

Question 17

Please show how you would spend the funding you are applying for from us in the boxes below if it was to be granted:

Capital Costs for 2016/2017

New building/ refurbishment:	£0.00
Office Equipment (inc. computers)	£0.00
Vehicle purchase:	£0.00
Mobility, communication or other independent living aids	£0.00
Furniture or Play equipment:	£0.00
Other:	£0.00
If amount entered into Other, please specify details:	0

Total Capital Costs:	£0
Revenue / Running Costs for 2016/2017	
Salaries of permanent staff:	£0.00
Please provide details of numbers and earnings of any employees (do not include names):	
Insurance	£0.00
Office Expenses (telephone, post, stationery etc):	£250.00
Premises costs (rent, room hire, utilities etc):	£200.00
Travel expenses:	£100.00
Staff and Volunteer training:	£150.00
Information, education and promotional materials:	£300.00
Consultancy and advice:	£
Other:	£
If amount entered in Other, please specify details:	
Total Revenue Costs:	1000.00
Total (Total Capital Costs + Total Revenue Costs):	£1000.00

Question 18

Have you applied to any other Local Authority or organisation in respect of core funding?

Please give the name of the Local Authority or organisation (including the House of Industry Estate), the level of funding applied for, the date applied for and the outcome if known

Date Applied:	Organisation applied to:	Amount applied for:	Outcome (if known):
06 Feb 2017	Strategic Partners - Bedford Borough Council	£350.00	Awaiting confirmation from

Please state why:

Question 19

If you have not applied for core funding from another source and we are not able to fund your application fully, what would happen to your service/activity or project?

We have not applied to Strategic Partners for core funding we have applied for support to cover the hire of Harpur Suite and putting up gazebos.

Other funding will come from African Communities donating and ACCM (UK) will cover the balance of the full cost.

Would a grant from the Council help you secure match/lever funding?

Please explain how:

The funds from the Council will enable us to talk to Sponsors about match funding and extra support in kind as well.

SECTION D: BANK DETAILS

If your grant application is successful, you will be requested to submit your bank account details under separate cover.

SECTION E: TERMS AND CONDITIONS

Terms and Conditions

If you accept a grant from us it will be on the understanding that you have agreed the following general terms and conditions:

1. You will acknowledge receipt of the grant cheque and confirm in writing that the money will be spent on the purpose approved by Bedford Borough Council.
2. No changes to the project will be made without the prior express agreement of Bedford Borough Council. This Council will be informed of anything exceptional relating to the grant purpose or the organisation as soon as reasonably practicable.
3. A copy of your annual report and accounts will be supplied.
4. Accurate and comprehensive financial records of the spending of the grant must be kept and made available for inspection on demand. Your agreement of this condition allows the Council's officers to enter your

premises to inspect the records upon reasonable notice being given and during normal office hours. Use of the grant funding may be subject to an independent review.

5. Bedford Borough Council is likely to use your name in its publicity material; you will acknowledge the grant in your annual report or other publicity relating to the work being funded.
6. Any part of the grant that is not required for the purposes approved will be refunded to Bedford Borough Council.
7. Bedford Borough Council (see condition 2) reserves the right to withhold a grant or require repayment if it is found that any form of deliberately false or misleading information was provided.
8. Bedford Borough Council reserves the right to withhold a grant or require repayment, if your organisation becomes insolvent or goes into administration, receivership or liquidation, provided the grant has not already been spent on its intended purpose.
9. All or any part of the grant will be claimed within two years of the funding being made available.
10. Please note that the details you supply when completing this form may be computerised by Bedford Borough Council for the purposes of assessing your application. In the course of working with you on this matter, these details may be disclosed to other local authorities, primary health care trusts and other organisations or individuals with whom the Council may need to refer, to evaluate and process your application. Details of the application may be published during the Council's decision-making process unless the information is classified as exempt under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972.
11. Dependant upon the level of funding, additional conditions may be added to take account of aspects of a particular grant through a Service Level Agreement/Partnership Agreement/Working Arrangement or Monitoring Agreement.

SECTION F: DECLARATION

I confirm, on behalf of:

ACCM (UK)

that I am duly authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant exclusively for the purposes specified in the application, and in compliance with the terms and conditions attached to the grant.

Signature of applicant:

[

]

Date:

02 Mar 2017

Name and Designation:

PLEASE RETURN THIS FORM WITH THE REQUIRED ENCLOSURES. PLEASE KEEP A COPY FOR YOUR RECORDS.

The Community Welfare Team
Bedford Borough Council
Borough Hall
Cauldwell St
Bedford
MK42 9AP

Voluntary Sector Support 2015/16

Please insert name of your organisation here:

ACCM (UK)

1. How many people are involved in running your group? Please count everyone who has a role in planning, organising or leading your group's activities – please insert numbers as appropriate.

Full Time Staff:

3

Part Time Staff

1

Volunteers:

5

Management Committee Members

5

Other:

2. Of the people you included in your total at 1 above how many of them would you describe as shown below – please put numbers in the appropriate boxes, some people may be counted more than once if they are covered by more than one description.

Disabled people:

1

Young People (under 19):

0

Young People (19-25):

0

Older People (60+):

1

Women & Girls:

5

People of minority ethnic origin:

5

3. What ages are the people who you hope to benefit through your project? (Please select all that apply)

- 0-5 6-10 11-16 17-18
- 19-25 26-45 46-60 60+

4. How would you describe the people who will benefit from your service/project? We understand that your project may benefit several different groups but please select a maximum of three categories from the following by ticking

- People living in rural areas Unemployed People People on low income
- Disabled people Refugees and asylum seekers People living in an area of deprivation
- Women & Girls Other

5. Tell us about the people who will benefit from your service/project. We understand that your service/project may benefit several different groups but please select a maximum of three categories from the following:

- British Pakistani White & Black Caribbean
- Irish Bangladeshi White & Black African
- Other White Other Asian White & Asian
- Other Mixed Chinese Black African
- Black Caribbean Other Black Other Ethnic

Which category(ies) below best describes (a) the work of your organisation and (b) the client group(s) you serve? Please select:

(a) Service(s) provided:

- Accommodation Accommodation with support Adult Education
- Adult Health and Wellbeing Advice, Counselling and Information Arts Development
- Carers Children and Young People Community and Tenants' Associations
- Community Activities/Development Safer Communities Education, Skills and Training
- Environment & Climate Change Health (including mental health) Sports, Recreation and Leisure
- Social Inclusion, Community Cohesion & Culture Sustainable Communities Other

(b) Client Group(s):

- Children and/or Young People Disabled People Ethnic Minority Communities
- Workless people Families Lesbian, Gay, Bisexual, Transgender
- Homeless People No one specific group Older People
- Other voluntary and community People on low income People living in deprived areas

groups
 People living in rural areas Women and girls Other