

29th March 2023

Agenda Item No. 9

Application to Cowdenbeath Local Community Planning Budget – Easter CLD Activity Programme

Report by Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: Ward Nos 7 & 8

Purpose

To present for consideration an application received from the Cowdenbeath Community Learning and Development team for £25,000 to fund Community Learning and Development activity programmes during the 2023 Easter school break.

Recommendation(s)

Members are asked to approve the award of £25,000 in support of CLD activity.

Resource Implications

The Cowdenbeath LCP budget has funding available from the 2023/24 budget allocation.

Legal & Risk Implications

There are no legal or risk implications arising from the implementation of this proposal.

Impact Assessment

An EqIA has not been completed as there are no proposed changes or revisions to existing policies.

Consultation

Consultation has taken place with young people in existing youth work activity programmes.

1.0 Background

- 1.1 In June 2021, the Cowdenbeath Area Committee supported the provision of activity programmes for young people during school holidays in key locations across the area. A budget of £40,000 was allocated for Summer and October 2021 programmes, with a £15,000 equal contribution from the Ward 7 and 8 LCP budgets along with a further £10,000 contribution from the Anti-Poverty budget 2021/22.
- 1.2 Youth work provision by Communities and Neighbourhoods is funded on a term time basis over a 40-week provision. No other funding is available to provide youth work programmes over school holiday periods.
- 1.3 The efficacy of youth work activity is demonstrated in the following research reports:
 - [The Impact of Community Based Youth Work in Scotland \(Youthlink 2018\)](#)
 - [Statement on the Nature and Purpose of Youth Work \(Youthlink 2015\)](#)
- 1.4 Community Education Workers and Youth Workers have engaged in a planning process to design a programme of activity that balances requests from young people, staff availability, safe operation of community facilities, risk assessment and national guidelines regarding Youth Work and Detached Youth Work.

2.0 Project Proposal

- 2.1 Youth Work Easter Programmes would operate from five locations across the Cowdenbeath area – Benarty Centre, Lochgelly Centre, Kelty Centre, Maxwell Centre and Bowhill Centre.
- 2.2 The CEW/Youth Work Team in each venue would provide a range of engaging and free activities to young people who will be identified via previous and existing youth work programmes, community food projects, detached youth work and local promotion.
- 2.3 Both junior (8-11) and Senior (11-18) activities would be offered, alongside opportunities for family work sessions.
- 2.4 The activities on offer to include playschemes, play sessions, sports activities, outdoor learning, creative arts, music, short local trips, and drop-in sessions. The programme on offer be supported by the provision of Café Inc across the area.
- 2.5 These activities provide opportunities for:
 - engaging with children and young people during the school break and continuing with youth work during the holiday period.
 - providing diversionary activities for young people across the two week Easter holidays.
 - encouraging health and well-being via indoor and outdoor activities and learning opportunities.
 - maintaining contact with young people who may benefit from additional support during the holidays.

3.0 Additional Activity

- 3.1 In addition to each programme, the CLD team will build on the success of previous 'Fun Days' aimed at engaging young people, parents and carers to provide centre based activities as follows:
- Benarty – 3rd April
 - Lochgelly – 4th April
 - Kelty – 5th April
 - Bowhill – 6th April
 - Maxwell – 11th April
- 3.2 These sessions will provide participants with a chance to meet friends and family, access our community facilities, be introduced to other services and see the range of activity taking place in our community centres.

4.0 Conclusion

- 4.1 Staff are working on key areas of provision over the Easter break to provide activities chosen by young people including experiential learning, opportunities for engagement, diversion and community engagement.
- 4.2 The funding requested would pay for staff, equipment, external venue costs, transport and enable the participation of young people from across the area. The Community Development Team Manager will provide a report on the Easter Holiday Programme to the Cowdenbeath Area Committee in June 2023.

5.0 Recommendation

- 5.1 It is recommended that the Cowdenbeath Area Committee support the allocation of £25,000 – a contribution of £12,500 each from Ward 7 and 8 budgets.

Background Papers

No background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973.

List of Appendices

Appendix 1 – LCP Application

Report Contact:

Gary Daniell
Community Development Team Manager
Telephone: 07534 579024
E-mail: gary.daniell@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

Which of the 7 Fife Council Areas will your Project take place in?

<input checked="" type="checkbox"/> Cowdenbeath	<input type="checkbox"/> Dunfermline	<input type="checkbox"/> Glenrothes	<input type="checkbox"/> Kirkcaldy
<input type="checkbox"/> Levenmouth	<input type="checkbox"/> North-East Fife	<input type="checkbox"/> South-West Fife	

Please tick the main theme in the Plan4Fife your project will address (please tick only one)

For more information visit: <https://our.fife.scot/fife-plan/> You will find your community link under “Let’s Talk Local”

<input checked="" type="checkbox"/> Opportunities For All	<input checked="" type="checkbox"/> Thriving Places	<input type="checkbox"/> Inclusive Growth & Jobs	<input type="checkbox"/> Community Led Services
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Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Community Learning and Development Summer Programme
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2. What is your organisation’s name and address?

Name	Gary Daniell
Address	This address will be used for any correspondence Brunton House

3. Who is the main contact for this application?

Name	Gary Daniell	
Position on Organisation	Community Development Team Manager	
Address (if different from above)	As above	
Contact Telephone Number	07534 579024	
Email Address	gary.daniell@fife.gov.uk	

For office Use only		
Project Reference:		
Amount Approved:	£	
Funding Awards up to £5000	Date Approved at Ward Meeting	Date if Delegated Approval
Funding Awards over £5000	Date approved at Area Committee	
Signed	Team Manager:	Date:

4. What project or activities do you want us to fund? (Max. 250 words)

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area
(Please refer to the Area's priorities on Fife Direct – [Click Here For Details](#))

What you will do

Provide a programme of activity and support for young people over the school Easter holiday. Local teams will deliver a range of sessions for a range of age groups at the following venues:

- Kelty Centre
- Benarty Centre
- Maxwell Centre
- Lochgelly Centre
- Bowhill Centre

These activities will provide opportunities for experiential learning, health and well-being work and diversionary activity as well as the chance for young people to maintain contact with youth work staff over the summer period.

How you will do it

The programme will be delivered by the Community Development Team supported by Youth Workers. Weekly activities and sessions will be delivered across the area to ensure the programme remains relevant and engaging for participants.

What you will spend the monies on

The money will be spent on staffing costs for youth workers, resources for weekly activities, programme instruction and supporting young people to participate and volunteer.

How you identified the need

The programme has been requested by young people accessing youth work activity during term time and by members who have identified the area CLD team as best suited to deliver engagement and diversionary activity.

How many people it will help

The planning of this work is still on-going but sessions will typically involve a maximum of 12-15 young people, depending on staff ratios. Activity will take place outdoors where possible and use the resources and facilities we have available across the Cowdenbeath area. A full report on the number of delivery hours and participants will be provided. CLD staff have identified partnership and co-delivery opportunities to maximise the number of people participating and minimise cost – especially around transport.

How your project meets the Local Community Planning Priorities for your area –

This project meets a number of priorities within the Plan For Fife and CLD Plan, most notably **‘Tackling poverty and crisis prevention’** and **‘Sustaining services through new ways of working’**. It is essential that we engage with young people and continue the work carried on by schools and support services. We provide opportunities to maintain contact, seek specialist support when required and access food insecurity provision for children, young people and families when schools are closed. Many young people volunteer with our programmes and help develop new projects and identify if other young people require support.

5. When will your project or activities take place?

Start Date
(Month and Year)

3/4/23

End Date
(Month and Year)

14/4/23

6. How much will your total project or activities cost?

£25,000

7. **How much will each item or activity cost?**
Include all costs connected to running the project.

Item or Activity	Cost(£)
Staffing	£10,000
Equipment	£3,000
Transport	£3,500
Activity Costs	£6,000
Sundries	£1,500
Facilitating Attendance	£1,000
Total	£25,000

8. **How much are you requesting from the Local Community Planning Budget?**

£25,000 (£12,500 each from Ward 7 and 8)

9. **How much is your Service or organisation contributing to the project/these activities?**

Service Budget – core staffing and facility cost.

10. **Are you applying to any other external funder ie lottery for this project OR applying to/receiving any other Fife Council funding for this project?**

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?

- 10.1 Please outline how your organisation propose to maintain this project in the long term.

This project is part of core work which Area Committee seeks to fund on a yearly basis.

- 10.2 Please outline what other sources of Fife Council **funding and or support** e.g. a grant or Discretionary Rating relief etc your organisation is receiving (if applicable):

Type of Fife Council Support	Amount £	Secured Yes/No
Core Staffing	Approx £8,000	Yes

To be completed by Voluntary and Community Organisations only

11.0 Do you have a written governing document e.g. a constitution, a set of rules or trust deed? (Please attach, if not already held by Fife Council) No Yes

11.1 How many people are on your organisation's management committee?

11.2 How many regular volunteers are involved in your organisation, including Committee Members?

11.3 Do you have a Service Level Agreement with Fife Council or a Community Planning partner? No Yes

If yes, who is the SLA with? (If Fife Council, which Service?)

11.4 Please provide details of the bank account into which we would pay the money

Name of Bank

Account Name

Sort Code Account No.

Building Society Roll Ref.

11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

Project	Date	Amount Received
Summer Programme	2021	£40,000
Summer Programme	2019	£30,000
Summer Programme	2018	£30,000

12. **To be completed by Public Bodies only**

12.1 Name of Public Body or if Fife Council please also state your Service

Communities

12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

Available from Lesley.kirk@fife.gov.uk

Please note that decisions on funding can take up to 3 months, longer in exceptional cases

13. **Alternative Sources of Funding**

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

14 Fife Council is an Accredited Living Wage Employer

Fife Council is committed to creating a Fairer Fife by tackling poverty and inequality. To support this ambition, the Council has become an accredited Living Wage employer and encourages all other businesses and organisations in Fife to join them.

The **real Living Wage** is a nationally set rate of pay that is independently calculated on an annual basis to reflect the real costs of everyday living.

Living Wage accreditation celebrates employers who want to help tackle low pay and in-work poverty within their local communities by choosing to go further than simply paying the UK government minimum wage.

To become an accredited Living Wage employer an organisation must voluntarily commit to paying all directly-employed staff over the age of 18 the current real Living Wage (including sub-contracted staff who are on site more than 2 hours/week over an 8-week period). Accreditation is a simple and straightforward online registration process.

To find out more about the real Living Wage and how to become an accredited employer visit the Living Wage Scotland website at: www.scottishlivingwage.org

Does your organisation currently pay all appropriate staff the real Living Wage?	Y
Is your organisation an accredited Living Wage employer?	Y

To be completed by applicant

I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic Signature with confirmation email is fine)

Signed: Gary Daniell

Date: 13/3/23

Position in the Organisation: Community
Development Team Manager

GUIDANCE

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. This budget is allocated each year to support activities linked to priorities in each Area's Local Community Plan to encourage local partnership working. The budget is designed to be flexible and responsive to community aspirations.

Funding is limited however and you are encouraged to explore the funding portal for alternative sources in the first instance [Fife Council - Find National Funding](#)

To be eligible:

- Your group should be formally constituted with clearly defined aims and objectives; or a Fife Community Planning Partner; or new organisation just forming (for start-up costs only)
- You should be able to show evidence of community benefit and clear links to outcomes of the Local Community Plan for the area.
- Applications should be clearly costed with details of likely suppliers (if applicable)

The types of project we prioritise are:

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) (page 6). i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations [Click Here](#)
- Partnership projects that involve organisations working together and/or with local communities

Examples of what our funding can be used for:

- **Small** capital works for building improvement, and purchase of land or equipment
- Support in kind where Fife Council orders the goods or services for you
- Pilot projects that trial alternative ways of working or methods of achieving our community planning outcomes
- Some recurring community-led activity eg Galas, Floral Enhancement, activities for the elderly, etc

What we cannot fund:

- Individuals
- Gaps in budget as a result of a savings decision made by Fife Council or other Community Planning Partner
- Services provided on a Fife-wide basis
- Projects where financial gain goes to individuals
- Projects that don't meet at least one of our local outcomes

There is a mandatory monitoring/evaluation process for all recipients of funds.

Terms and Conditions

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
4. The project must not start before the monies are awarded except in exceptional circumstances
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
8. Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
9. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
10. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
11. The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
12. Any monies received from Fife Council should acknowledge the relevant Area Committee in the organisation's publicity, reports and relevant communications.
13. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
14. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
15. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
16. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council's Data Protection Officer at: dataprotection@fife.gov.uk.

Before you submit your application, please complete the following checklist

You must be able to tick every box

- Have you checked the Funding Portal for alternative sources of funding?
(Q13)
- Have you clearly indicated which theme within the Plan4Fife your project will
address? (page1)
- Have you answered all the relevant questions in this application?
- Are you, the main contact named in Q.2?. Are you authorised to apply to
the Local Community Planning Budget on behalf of your organisation?
- Have you signed the Application Form?
(Electronic signature will be accepted along with a confirmation email).
- Have you understood that if you make any inaccurate statements (whether
deliberate or accidental) at any stage during the application process, or
knowingly withhold any information, this could make your application invalid
and you could be required to repay any funds received to Fife Council?
- Are you able to comply with the Local Community Planning Budget's Terms
& Conditions?
- If you are a community or voluntary organisation, have you enclosed a copy
of your governing document? (unless already held by Fife Council)
- and
- a copy of your latest signed, audited/independently examined accounts
(if you do not have signed audited accounts please provide an income and
expenditure statement)
- and
- proof of funding from other sources if applicable

Once completed please email to LCPB@fife.gov.uk

The information included in this publication can be made available in any language, large print, Braille, audio CD/tape and British Sign Language interpretation on request by calling

03451 55 55 00 BT Text Direct 18001 01592 55 11 91