

Birmingham City Council

Report to Cabinet

15th December 2020



Subject: Commonwealth Games Community Fund – Celebrating Communities Small Grants Funding Scheme

Report of: Programme Director, Commonwealth Games

Relevant Cabinet Member: Leader, Cllr Ian Ward

Relevant O &S Chair(s): Cllr Mariam Khan, Chair of Commonwealth Games, Culture and Physical Activity Scrutiny Committee

Report author: Hannah Sparrey, Games Legacy and Policy Manager

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference:		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential :		

1 Executive Summary

- 1.1 As part of the Council's preparations for the 2022 Commonwealth Games, a sum of £6m has been set aside to be accessed from the 2021/2022 financial year to create a Commonwealth Games Community Fund.
- 1.2 The Community fund is designed to ensure that BCC maximises the benefits of hosting the Commonwealth Games, for its residents, through enabling all

communities of the city to play their part in celebrating the Games and realising the legacy opportunities that are available.

- 1.3 This paper requests approval from Cabinet to allocate £2m from the £6m BCC Community Fund to 'Celebrating Communities', a small grant fund aimed at distributing community grants within all Birmingham wards. This will commence in April 2021 when the funding becomes available. Funding will be allocated to each ward in the city using a methodology that takes into account the Indices of Multiple Deprivation (IMD) ranking of each ward (based on the 2019 IMD report) and the number of councillors each ward has.

2 Recommendations

- 2.1 Approve the allocation of £2m of the £6m Community Fund to the creation of the Celebrating Communities small grants fund, noting that a minimum of £1.6m will be allocated directly as set out in appendix 1 and a maximum of £0.4m will be dedicated to funding support activities as outlined in appendix 2.
- 2.2 Approve the proposed funding allocation mechanism that takes into account the Index of Multiple Deprivation ranking of each ward and the number of councillors each ward has.
- 2.3 Authorise the City Solicitor, or delegates, to negotiate, execute and complete all necessary legal documents to give effect to the above recommendations.

3 Background

- 3.01 The Birmingham 2022 Commonwealth Games has been described as a Games for everyone and will provide real opportunities for Birmingham to realise benefits before, during and after the Games, right across the city. It is important that BCC plays its part, as representing the Proud Host City, in ensuring that all residents and communities of Birmingham are afforded the opportunity to embrace the Games, but more importantly experience the benefits from hosting.
- 3.02 The Council's Financial Plan (approved on 11th February 2020) included the provision of £6m in 2021/22 to support community engagement, involvement and legacy programmes for Birmingham residents. The £2m fund for 'Celebrating Communities', for which approval is being sought, forms part of the overall £6m Community Fund.
- 3.03 Of the remaining £4m, Cabinet approved the allocation of £2m to the Creative Communities Small Grants Fund on 13th October 2020. The final £2m will be allocated on a themed basis and will be the subject of separate reports by 31st March 2021.

3.1 'Celebrating Communities' Fund Overview

- 3.1.1 It is proposed to allocate £2m to a universal small grant award programme related to Birmingham 2022, which will enable community groups within wards to carry out more localised activities, such as heritage trails, physical activity in local

parks, street parties, and community celebrations. The aim is to excite communities, to drive up local level engagement and use the Games as the catalyst to celebrate Birmingham's local communities and their linkages to the Commonwealth. The grants will enable the local wards to share in and show support for the Games in a simple and accessible way rather than requiring every activity to deliver a long-lasting legacy.

3.1.2 The fund is intended to:

- Support and engage Birmingham communities to feel part of the Games
- Make sure engagement and participation opportunities are spread across the city
- Ensure that the projects delivered through the fund support our diverse communities
- Make certain that the projects delivered celebrate Birmingham and the Commonwealth
- Deliver benefits for the city's residents that align with ward priorities
- Create feelings of connectivity, positivity and pride

3.1.3 Funding will be allocated to each ward in the city using a methodology that takes into account the Indices of Multiple Deprivation ranking of each ward and the number of councillors each ward has. An example calculation is provided in Appendix 1.

3.1.4 Managed by MHCLG, the English Indices of Deprivation 2019 use 39 separate indicators, organised across seven distinct domains of deprivation which can be combined, using appropriate weights, to calculate the Index of Multiple Deprivation 2019 (IMD 2019). This is an overall measure of multiple deprivation experienced by people living in an area and is calculated for every Lower layer Super Output Area (LSOA) in England. This method therefore takes into account pockets of deprivation within even the more affluent wards.

3.2 Funding themes

3.2.1 Grants will be available to run initiatives which deliver against one of the following three themes 'Getting Active', 'Ready, Steady, Fun' and 'Celebrating Culture'. These themes provide best alignment with the CWG legacy workstreams that BCC is delivering, and where activity can be replicated locally and have the greatest impact on a local footprint.

3.2.2 Accompanying each theme will be examples of initiatives that wards can consider working with and extending to their local area, if they are seeking inspiration and need some guidance. For example, working with BCC and other organisations to improve local public spaces, introduce Commonwealth themed planting schemes or to support local heritage projects, heritage trails and street art.

3.2.3 **Getting Active** – encouraging communities to get out and get active by participating in sports and recreational activities. The overriding aim should be to encourage residents, of all abilities and ages, to engage in physical activity and improve their health and wellbeing.

- 3.2.4 **Ready, Steady, Fun** – delivering community projects to ensure a local area is Games ready, for example by improving communal space and hosting community celebrations to develop active citizenship and reduce loneliness and social isolation.
- 3.2.5 **Celebrating Culture** – developing community led cultural events and initiatives that encourage intergenerational activities. Proposed schemes must harness the power of culture to bring people together, celebrate their identities, and the culture, heritage and stories of their communities.
- 3.2.6 We would encourage communities to use this funding to seek match funding from other programmes within the £6m fund, other BCC funding sources and external funding bodies.

3.3 Financial Criteria

- 3.3.1 The total funding allocated to 'Celebrating Communities' is £2m. It is proposed to allocate a minimum of £1.6m across all wards in the city, with the balance of up to £0.4m being retained to fund additional support services. An indicative budget for the allocation of the £0.4m is provided in Appendix 2. It is proposed that the £0.4m will fund the following services:
- **Additional support to those wards where community capacity is an issue.** Specialist advisors will be contracted, for a fixed period, to work with wards to develop suitable proposals and to assist with the set-up of structures and processes to ensure successful delivery of the projects
 - **External facilitation of all the ward forum meetings where the funding proposals will be reviewed.** This will be to ensure each proposal fully meets the funding criteria and that each submission is equitably represented and considered
 - **Neighbourhoods Development and Support Unit (NDSU) costs** for administering the scheme. Appendix 3 provides a breakdown of the activities that NDSU will undertake to deliver the Celebrating Communities fund
 - **Marketing and promotional activities for the scheme.** This will include promoting and explaining how the community voting system works. A voting system will be used alongside the ward forum meetings decision making processes, whereby people can vote for their favourite projects to receive funding. These votes, combined with the views of the ward forum, will be used to pull together a full suite of funding proposals within each ward
 - **Evaluation of the scheme** by an external provider

As soon as these costs are finalised, any underspend will be redirected back into the total funding available to wards or to provide additional support at community level. The budget will be managed to ensure it does not exceed £0.4m.

- 3.3.2 There will be 2 rounds of funding allocations pre-Games, split across financial years between April 2021 and September 2022. Structured communications and support workshops will be held in advance. An indicative timetable is detailed below.

Activity	Round 1 Dates	Round 2 Dates
Formal briefing paper is sent out to all Ward members	January 2021	October 2021
Briefing sessions for Members	January – March 2021	October – November 2021
Funding information & application packs sent out to the Wards members and their communities	February – March 2021	October – November 2021
Closing date for submission of funding applications	June 2021	January 2022
Internal due diligence processes & review of funding applications	July 2021	February 2022
Facilitated ward forums, community voting & submission of applications	July - September 2021	February - March 2022
Approvals by Delegated Officers	September 2021	March 2022
Confirmation letters & COGA forms are sent to successful applicants	September 2021	March 2022
Projects commence	October 2021	April 2022

- 3.3.3 Funding must be used to provide additionality which may include project specific costs, such as staff time, operational and capital expenditure, or to supplement 'business as usual' activities which have been disproportionately impacted by Covid-19. Should a project be of small-scale capital expenditure, for example replacing play equipment in a park, then the project must demonstrate a plan for its ongoing maintenance. The relevant Council department will be consulted on any maintenance plans to provide assurance that the plan is robust. Any underspend or unallocated funding at the end of February 2022 may be reallocated to other projects that can deliver within the timescales. The decision for this will be made on a case by case basis.

- 3.3.4 All funding must be spent by September 2022.

- 3.3.5 Individual bids must not exceed £10,000. Projects can request to receive funding in advance or to receive reimbursement of expenditure after completion.

3.4 Governance (see Appendix 4 for the Governance process flow)

- 3.4.1 The ward funding will formally 'go live' from April 2021, and be administered in-house, alongside colleagues in NDSU. The CWG Legacy and NDSU teams will

work closely together to refine guidance and application processes, as well as developing a more formalised strategy to support those wards where there are known issues with community capacity.

- 3.4.2 Prior to April 2021, all members will receive detailed briefings outlining how the funding will work, its governance and any associated parameters. The amount of funding each ward will receive will also be provided. Drop in and/or virtual briefing sessions will also be held to provide bespoke support and advice.
- 3.4.3 Funding information and application packs will be sent out to all ward members and their communities to provide information about how to apply for funding and where to seek further assistance, if it is required.
- 3.4.4 The 'Celebrating Communities' fund will be advertised widely to encourage people to apply. The CWG Legacy team and NDSU will undertake a mapping exercise of local community groups across the city to ensure they receive notifications about the funding. Other channels such as 'Neighbourhood Networks' and the BCC Community Recovery Group will also be utilised to enable us to access the harder to reach groups.
- 3.4.5 Ward councillors must work with and encourage residents and community groups to prepare applications for each funding round. Specialist support will also be available to work with wards, where capacity is an issue, to develop suitable proposals. Each ward to submit an application must have an approved Ward Plan and be able to demonstrate how the ward will maximise opportunities from the Games for the benefits of its residents. Applications will need to align to ward priorities where these have been agreed.
- 3.4.6 All submitted applications will undergo Internal due diligence. This will be carried out by the CWG Legacy and NDSU teams to verify that each proposal meets the funding criteria and is eligible for submission. All successful proposals will be approved. Any proposals that fail to meet the criteria will be returned to be strengthened and re-submitted within a given timeframe.
- 3.4.7 All re-submitted proposals will be reviewed by a Cabinet Member led working group to ensure they meet the funding criteria and are eligible.
- 3.4.8 All successful applicants will be asked to compile overviews of their proposals in written or visual format. These will be made available online, and via email, for local communities to view ahead of their local Ward Forum meeting/Proposal Review Meeting. Communities will be given the opportunity to vote for their preferred proposals during the meeting. As the position around Covid-19

restrictions will change, we will work with NDSU to ensure this process is as inclusive as possible, e.g. addressing issues around digital inclusion and accessibility.

- 3.4.9 All applications must be reviewed by the Ward Forum. This meeting will be facilitated by an experienced, impartial facilitator to ensure that each submission is equitably represented and considered. The meeting must be well publicised within the Ward and specific groups will need to be represented in the decision-making process. If the Ward Forum is not able to meet, then alternative submission arrangements can be agreed by exception.
- 3.4.10 We are currently exploring the potential to use an on-line voting system during the Ward Forum meetings. People will be able to vote for their favourite projects to receive funding, with the volume of votes per project used as the basis for pulling together a full set of recommended funding proposals within each ward. Again, as the position around Covid-19 restrictions will change, we will work with NDSU and the Community facilitators to ensure this process is as inclusive as possible, e.g. addressing issues around digital inclusion and accessibility.
- 3.4.11 Whilst it is the intention to use on-line voting as part of this process to encourage wider engagement and participation, we recognise that there will be concerns around security and our ability to protect the voting processes from any undue external influences. We will therefore only proceed with this option if a suitable platform can be identified.
- 3.4.12 One set of recommended proposals must be formally submitted by the Ward Councillor. Final approval will be undertaken by Delegated Officers.
- 3.4.13 Joint applications from a number of wards will be accepted. Wards are encouraged to work together where it makes sense geographically and/or where it makes sense to do so from a community and/or thematic perspective. Bidders will also be encouraged to seek match funding options from other sources.
- 3.4.14 Successful applicants will receive confirmation letters, along with Conditions of Grant Aid (COGA) forms that applicants will be required to comply with. Projects can commence once COGA forms have been signed and returned.
- 3.4.15 Un-constituted groups will be considered if they have a sponsoring organisation such as BCC or BVSC. This will ensure that smaller, less formal community groups can equitably apply for funding.

- 3.4.16 All initiatives will be asked to provide evidence in the form of photographs (compliant with GDPR), a short-written narrative of not more than 500 words to explain how the initiative has engaged the community and celebrated the Commonwealth Games. The photographs and narrative can be used by BCC be used for PR and marketing purposes. This is likely to be facilitated by using an online tool such as an impact assessment app to enable communities to return information in a simple way.

3.5 Capturing Impact

- 3.5.1 An outcomes framework is being developed, with associated KPIs and metrics. The metrics and KPIs within the framework have been identified from BCC's existing plans, and strategies, and contractual social value measures in order to provide a baseline wherever possible. The framework and associated KPIs/metrics will be reviewed and finalised following the completion of work to refresh the Council Plan, but examples include number of projects funded, geographical spread of projects, number of residents participating, participants reporting an increase in feelings of connectivity, civic pride, wellbeing etc.
- 3.5.2 Specific evaluation of the £2m Celebrating Communities fund will be carried out by an independent contracted partner. This is likely to be facilitated by using an online tool such as an impact assessment app to enable communities to return information in a simple way.

4 Options considered and Recommended Proposal

- 4.01 A number of options were considered across the three areas of:
1. delivery mechanisms
 2. funding geography
 3. funding allocation mechanisms.

4.1 Delivery Mechanisms

- 4.1.1 Consideration was given to delivering Celebrating Communities via a third party or in-house through the CWG Legacy and NDSU teams.
- 4.1.2 Delivery of the Celebrating Communities fund through a third party. This option was discounted because the close connectivity with the wards and Councillors, that NDSU will provide, is essential to maximise the opportunities for communities. Furthermore, the added value of an additional partner acting on behalf of BCC was not clear.
- 4.1.3 **Recommended option:** In house delivery through the CWG Legacy and NDSU teams. This option is recommended because NDSU has relevant experience from delivering the Local Innovation Fund (LIF) programme. Furthermore, they have close working relationships and networks, at community level, which will:

- Highlight which wards may have capacity issues and need additional support. In particular those wards where Covid-19 will have had a disproportionate impact
- Help to identify which community groups may be best placed to run local projects
- Give advice and support on how to contact the harder to reach communities
- Provide support to wards when they are compiling their proposals and submitting their applications
- Provide support and advice with setting up the most effective governance processes and aligning with BCC's grant funding and finance systems.

4.2 Funding Geography

- 4.2.1 Consideration was given to allocating the funding at city wide level, constituency level, ward or lower super output area.
- 4.2.2 Funding at city wide level was discounted because it would make it more challenging to ensure widespread diversity and inclusivity. Furthermore, the local areas where community capacity is an issue would immediately be disadvantaged and unlikely to receive proportionate amounts of funding.
- 4.2.3 Funding at constituency level was discounted because Birmingham has no constituency level governance which would make administering the funding difficult.
- 4.2.4 Funding at lower super output area (LSOA) was discounted because LSOAs are smaller geographical areas below ward level so scalable impact would be harder to achieve when working with smaller areas and community groups. In addition, this would significantly increase the administrative requirements which would result in less funding reaching communities because of an increase in management costs.
- 4.2.5 **Recommended option:** allocating the funding at ward level is recommended because it provides a sensible balance that enables local responsiveness but at a scale whereby impact can be achieved without incurring disproportionate administrative costs.

4.3 Funding Allocation Mechanisms

- 4.3.1 Consideration was given to dividing the funding by the number of wards, by the number of councillors, using the IMD multiplier or using the IMD multiplier alongside the number of Councillors within each ward.
- 4.3.2 Dividing the funding by the number of wards was discounted because this method would not recognise the size of some of the larger wards or the deprivation levels.
- 4.3.3 Dividing the funding by the number of Councillors was discounted because this method would not account for the varying levels of deprivation across Birmingham's wards.
- 4.3.4 Consideration was given to allocating the funding based on the IMD deprivation scoring for each ward. BCC's methodology reduces the IMD 1-9 categories for wards into three groups D1, D2 and D3. The most deprived wards sit within D1 and the least derived within D3. The proposed calculation would have awarded

more funding to those wards in D1 on a proportionate scale, with D3 receiving the lowest amount. This method was discounted because whilst it accounts for deprivation levels, it doesn't allow for the size difference in 1 and 2 member wards. In essence, the impact of the funding would be unfavourable towards the larger wards.

- 4.3.5 **Recommended option:** It is recommended that ward funding is allocated proportionately based on the Ward's IMD deprivation and how many Councillors each ward has. This approach will take into account both the size of the ward and its deprivation level.

5 Consultation

- 5.1 Cabinet Members and Group Leaders have all been consulted prior to this report being submitted and are all supportive of the proposals.

6 Risk Management

- 6.1 Risks to programme delivery are managed within standard Birmingham City Council processes. The Commonwealth Games programme maintains programme level and individual workstream Risks, Issues and Dependencies which are routinely monitored and updated. These are fed into the Corporate risk register where appropriate. No risks have been identified at this stage for Celebrating Communities but will be kept under continuous review as the details of the delivery mechanisms are finalised.

7 Compliance Issues:

- 7.1 How are the recommended decisions consistent with the City Council's priorities, plans and strategies?
- 7.1.1 It is important that the £2m Commonwealth Games Community Fund reflects and connects with the longer-term vision for the city. The fifth outcome of the 2018-2022 BCC Council Plan states that "*Birmingham residents gain the maximum benefit from hosting the Commonwealth Games*". This funding will ensure that, as a result of hosting the Commonwealth Games, there will positive benefit for the city, its citizens and communities in the lead up to and during the Games. It will also support the achievement of measures within the other outcomes in the BCC plan. In summary it will:
- encourage residents, of all abilities and ages, to engage in physical activity and improve their health and wellbeing.
 - Reduce social isolation, loneliness and develop active citizenship
 - Encourage intergenerational activities that help to bring people together, celebrate their identities and find common ground
 - Support local decision-making and enable a healthy democracy by giving local communities the power to decide how the funding can be spent locally.
- 7.1.2 The Commonwealth Games Community Fund has also been developed alongside the emerging strategy to tackle inequalities in Birmingham as set out in the report to Cabinet on 10th September 2020 "Everyone's Battle, Everyone's

Business: Tackling Inequality in Birmingham” through the commitment to ensuring opportunities to participate are available to all regardless of race, age, sexual orientation, faith, disability or social class.

- 7.1.3 The Celebrating Communities fund specifically supports Birmingham City Council’s priorities as demonstrated in Working Together in Birmingham’s Neighbourhoods. Building stronger communities and “Neighbourly Neighbourhoods” is as important as economic and physical improvements. Residents must have the opportunities to participate and to contribute and to be able to develop their own ways of getting involved and taking action themselves in their local area. The Celebrating Communities fund will enable a healthy democracy by giving local communities the power to decide how the funding can be spent locally to the benefit of residents by focusing on neighbourhood priorities and needs. Furthermore, it will support ward councillors to focus on local issues and represent their residents more effectively.
- 7.1.4 The Celebrating Communities fund has taken learnings from the Final Evaluation of Birmingham City Council’s Local Innovation Fund, whose broad successes clearly demonstrate the importance of neighbourhood-based grant funding in enhancing individuals’ lives and their skills, both for the beneficiaries and those involved in implementing the projects. The use of ward forums, or similar structures, to ensure local accountability has been incorporated, and also the requirement to synergise with the ward plan, where possible. The evaluation of LIF has clearly demonstrated that some innovative and worthy projects emerged in areas where Elected Members embraced their local leadership role and democratic accountability as part of localisation.
- 7.1.5 The Celebrating Communities fund has considered the priorities identified in the Locality: Birmingham’s Collaborative Neighbourhoods report, which reviews the community led response to coronavirus and what this means for civic and community relationship. The need to facilitate a wholesale shift in Birmingham City Council culture from a parent/child relationship to one that it is ‘enabling and facilitating’ has been incorporated within the ‘keep it local’ approach of the fund in encouraging communities to decide how the funding can be spent locally, based on their specific priorities and needs. Furthermore, NDSU will continue to position themselves as helpful contacts that understand the local landscape and can provide specialist support, particularly for those wards where community capacity is an issue which will hinder their ability to collate and submit relevant funding applications.

7.2 Legal Implications

- 7.2.1 Under Section 1 of the Localism Act. 2011, the Council has the power to enter into the arrangements set out in this report, which are within the remit and limits of the general power of competence Section 2 and 4 of the Localism Act 2011.

7.3 Financial Implications

- 7.3.1 The funding for this programme is explicitly identified within the Financial Plan as being available from 2021/22, subject to formal approval of the revenue budget

for that year. All funding will be committed by 31st March 2022 although delivery will continue through to the end of the Games period.

7.4 Procurement Implications (if required)

7.4.1 No procurement implications because this is grant funding.

7.5 Human Resources Implications (if required)

7.5.1 Not applicable.

7.6 Public Sector Equality Duty

7.6.1 The £2m Celebrating Communities fund is being developed to ensure that all Birmingham residents have the opportunity to come together to celebrate the Commonwealth Games.

7.6.2 Applications will be accepted from all residents of Birmingham, regardless of their status under one or more of the protected characteristics set out in the Equalities Act and judged against the criteria set by the fund.

7.6.3 An EIA will be carried out against the finalised and approved criteria for the Celebrating Communities fund.

7.6.4 It is recognised that the criteria and application process for any fund or programme will need to be carefully designed to ensure that it does not exclude residents whose status falls under the one or more of the protected characteristics.

8 Background Documents

8.1 Birmingham City Council Plan 2018-2022
https://www.birmingham.gov.uk/downloads/file/10257/birmingham_city_council_plan_2018-2022

8.2 Everyone's Battle, Everyone's Business: Tackling Inequality in Birmingham
<https://everyonesbattlecmisf>

8.3 Localism in Birmingham: A Framework for Future Policy (March 2018)
https://www.birmingham.gov.uk/downloads/file/11837/localism_in_birmingham

8.4 Working Together in Birmingham's Neighbourhoods (January 2019)
https://www.birmingham.gov.uk/downloads/file/11837/localism_in_birmingham

8.5 Final Evaluation of Birmingham City Council's Local Innovation Fund (May 2019)
https://www.birmingham.gov.uk/download/downloads/id/13482/executive_summary_final_-_may_2019.pdf

Appendix 1: An example calculation of potential ward funding levels

- 1.0 Funding is recommended to be allocated based on the Indices of Multiple Deprivation (IMD) scoring for each ward and taking into consideration how many Councillors the ward has. This methodology reduces the IMD 1-9 categories for wards into three groups, with the allocation breaking down as follows:

2019 IMD Category (B'ham wards)	BCC Grouping	Allocation 1 councillor wards	Allocation 2 councillor wards
1 – 2 (most deprived)	D1	£17,500 (total)	£35,000 (total)
3-4 (deprived)	D2	£14,300 (total)	£28,600 (total)
5-9 (least deprived)	D3	£11,100 (total)	£22,200 (total)

- 1.1 The Indices of Deprivation (IOD) 2019 is the Government's official measure of deprivation for English local authorities and neighbourhoods. The IOD includes the headline IMD. The IMD is based on 39 separate indicators, organised across seven sub domains of deprivation which are combined and weighted to calculate the Index of Multiple Deprivation. Lower Super Output Area IMD scores are aggregated to calculate Birmingham's ward deprivation rankings. Calculating to LSOA ensures that every pocket of deprivation is considered within even the more affluent wards.
- 1.2 Birmingham's 69 wards are ranked by their aggregate IMD score from 1 (the most deprived) to 69 (the least deprived). Each ward's IMD score also shows how it would rank nationally in terms of IMD decile, with 1 being in the most deprived 10% of areas nationally, 2 in the top 20% of deprived areas etc.
- 1.3 The 2015 IMD 1-9 categories for wards were reduced by BCC into 3 groups. For example, the wards within IMD decile 1 were grouped by BCC as D1. Those wards within IMD deciles 2-4 were grouped as D2, and those within deciles 5-9 were grouped as D3.
- 1.4 The 2019 IMD categories have not yet been formally grouped by BCC. However, discussions have taken place with the Procurement Strategy and Development team within Finance and Governance, and in order to largely maintain the same proportion of wards classed as most deprived and least deprived, as the 2015 ranking, it has been agreed that the wards will be classified as follows:
- IMD deciles 1 and 2 will be classed as D1
 - Deciles 3 and 4 will be classed as D2
 - Deciles 5-9 will be classed as D3.
- 1.5 Ward funding will be allocated proportionately based on the Ward's BCC deprivation grouping and how many Councillors they have. 50% of the funding will be divided equally across every Councillor as a base allocation and 50% will be

allocated based on the deprivation score of the ward, also accounting for the number of Councillors within each ward.

- 1.6 The wards categorised as D1 will be given a deprivation multiplier of 3, those categorised as D2 will be given a multiplier of 2 and those within D3 will be given a multiplier of 1.

For example:

- 1.6.1 Ward A is categorised as D1 and has 1 Councillor. They will receive £7,920 as their share of the per Councillor base allocation with a deprivation allocation of £9,561. (The baseline deprivation allocation equals £3,187 multiplied by D1's deprivation multiplier of 3 multiplied by 1 to represent the 1 Councillor.)

This equals £17,500 of funding (when rounded to the nearest £100).

- 1.6.2 Ward B is categorised as D2 and has 2 Councillors. They will receive £15,840 as their share of the per Councillor base allocation with a deprivation allowance of £12,750. (The baseline deprivation allocation equals £3,187, multiplied by D2's deprivation multiplier of 2 and multiplied by 2 again to represent the 2 Councillors.)

This equals £28,600 of funding (when rounded to the nearest £100.)

- 1.6.3 Ward C is categorised as D3 and has 2 Councillors. They will receive £15,840 as their share of the per Councillor base allocation with a deprivation allowance of £6,375. (The baseline deprivation allocation equals £3,187, multiplied by D3's deprivation multiplier of 1 and multiplied by 2 to represent the 2 Councillors.)

This equals £22,200 of funding (when rounded to the nearest £100.)

Appendix 2: Proposed budget for the allocation of the £0.4m support costs

As soon as these costs are finalised and at the point contingency is no longer needed, any underspend will be redirected back into the total funding available to wards, or to provide additional support at a community level.

Item	Expenditure £
NDSU Administration & Management	£80,000
Community Support	£210,000
Marketing & Evaluation	£65,000
Technical Support e.g. online voting system	£5,000
Contingency	£40,000
Total	£400,000

Appendix 3: breakdown of the activities that NDSU will undertake to deliver the Celebrating Communities fund.

3.1 The NDSU administers internal commissions, such as Local Innovation Fund (previously) and Neighbourhood Network Schemes (currently). A management fee of between 6 – 10% is typically paid by the commissioning department to cover management and other costs.

3.1.1 In this instance there is a need for project oversight (Management), support, facilitation and administration of the Celebrating Communities fund. A charge of £80,000 has been proposed to administer the £1.6m of direct funding to wards which represents a fee of 5%.

3.2 The following specific areas service delivery have been identified:

3.2.1 Procurement:

Manage the procurement of the:

- Grant fund facilitators (Ward forum meetings)
- Community capacity support specialists (fund-specific)
- Manage evaluation of projects e.g. Impact assessment app.

3.2.2 Community Capacity:

- Identify the wards that will need additional support, and eligible community groups that operate in wards
- Oversee the delivery of additional support to those wards where community capacity is an issue. Contract the specialist advisors to work with wards, for a fixed period, to develop suitable proposals and to assist with the set-up of structures and processes to ensure successful delivery of the projects
- Work with wards as necessary to develop suitable proposals and to assist with ensuring the appropriate structures and processes are in place to enable successful delivery of the projects.

3.2.3 Marketing and promotional activities for the scheme:

- Work with the CWG Legacy team to identify and map out key partners, stakeholders and community groups within each ward that should be notified of the funding
- Facilitate informal briefings and discussions with members & Community Groups
- Support the Promotion and Celebration of the grant scheme and projects within wards on a regular basis
- Promote and explain the grant scheme, application and voting process at ward forums or at specially convened meetings.

3.2.4 Governance:

- Support Elected Member briefings
- Send out funding information and application packs
- Undertake internal due diligence stage of the funding process to ensure all submitted proposals are eligible for funding
- Oversee and manage any additional external facilitation of themed ward forum meetings where the funding proposals will be reviewed. This will be to ensure each

proposal fully meets the funding criteria and that each submission is equitably represented and considered

- Ensure all applicants have completed a visual or written overview of their proposal for the voting process
- Ensure every Member submits a set of recommended proposals in a timely manner
- Service Head or representative, as delegated Officer, to attend relevant Approvals Panel meetings as necessary
- Manage the administrative element of the grant funding, including sending out of COGA forms, setting applicants up on BCC finance systems etc
- Manage the ongoing admin and delivery of the grants.

3.2.5 Evaluation

- Oversee the evaluation of the scheme by an external provider.

Appendix 4: Governance process flow

