#### Groundwork

#### Greater Nottingham

**Area 3 Area Based Grants**

##### **Guidance Notes**

##### **April 2022-March 2023**

1. **INTRODUCTION**

Please read these guidance notes alongside the separate Area Based Grant Area 3 Application form (If you do not have a copy of this it is available from [amy.palmer@groundworknottingham.org.uk](mailto:amy.palmer@groundworknottingham.org.uk) or via Amy Palmer on 07771361962).

Nottingham City Council have made the decision to extend the current Area Based Grants Programme for one year until March 2023 with Groundwork Greater Nottingham remaining the designated lead organisation for Area 3 for this period.

There have been some significant changes to what Area Based Grants can cover for this period and therefore all prospective partners should read the below guidance carefully before applying and ensure that their application meets all the criteria as set out below.

Area Based Grants for this 1 year extension will cover the 3 below streams:

* Youth and Play
* Employment and Skills
* Small Group Support

Any organisation funded through the Area Based Grants Partnerships is expected to commit to the below as set by Nottingham City Council:

* Work towards a hub model for delivery
* Work towards clear outcomes agreed with Nottingham City Council
* Deliver activities that support the Nottingham Plan
* Work with a range of organisations including Voluntary and Community Sector, statutory and non-statutory bodies.
* Be pro-active in drawing in further funding streams for the city.
* Be creative and innovative to meet the outcomes identified.
* Strengthen delivery through the VCS including arrangements to include small localised organisations.
* Demonstrate value for money

1. **ELIGIBILITY**

**2.1** **Governing document**

All organisations in receipt of funding must:

* Be not for profit, or have a clear clause ensuring all income is applied to the organisation’s purposes and not distributed to members, shareholders or owners.
* Have charitable aims that are suitable for work with communities in Nottingham
* Have a dissolution clause/asset lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure.
  1. **Annual accounts**

All organisations in receipt of funding must:

* Have audited or examined accounts dependent on the requirements for the organisation
* Have a sufficient level of detail to show restricted/unrestricted funding
  1. **Policies**

All organisations in receipt of funding must show how they work safely and supportively with vulnerable groups such as:

* + 1. **People from diverse backgrounds**

Information about the statutory requirements that Nottingham City Council adheres to can be found here. [**http://intranet.nottinghamcity.gov.uk/media/1928/equality-act-2010-what-do-i-need-to-know.pdf**](http://intranet.nottinghamcity.gov.uk/media/1928/equality-act-2010-what-do-i-need-to-know.pdf)

**2.3.2 Adults at risk**

Guidance about what effective adult safeguarding arrangements should look like can be found here: [**Adult Safeguarding Procedures - Nottingham City Council**](https://www.nottinghamcity.gov.uk/information-for-residents/health-and-social-care/adult-social-care/adult-safeguarding/adult-safeguarding-procedures)**.**  More general adult safeguarding advice from Nottingham City Safeguarding Adults Board can also be found here: [**About Nottingham City Safeguarding Adults Board - Nottingham City Council**](https://www.nottinghamcity.gov.uk/information-for-residents/health-and-social-care/adult-social-care/adult-safeguarding/about-nottingham-city-safeguarding-adults-board)**.**

ALL NCC funded organisations must have an adult safeguarding policy, which is in accordance with the joint Nottingham City and Nottinghamshire County Adult Safeguarding Procedures identified above.  Organisations will also find it helpful to have due regard to the [Care Act statutory guidance](https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance), which explains the requirements all agencies now have pertaining to adult safeguarding.  This includes, but is not limited to: having a lead officer for adult safeguarding, undertaking safe recruitment practices (DBS checks, reference requests etc.), ensuring staff and volunteers have access to adult safeguarding training that includes understanding what constitutes abuse and neglect, how to spot it and how to report it to the Local Authority.  It also includes having clear policies for dealing with allegations against people who work, in either a paid or unpaid capacity, with adults with care and support needs.

* + 1. **Children and young people**

Guidance about what do if you’re worried about a child, need advice on interagency procedures or practice or would like to access resources or training can be found on the Nottingham City Safeguarding Children Partnership at [**www.nottinghamcity.gov.uk/ncscp**](http://www.nottinghamcity.gov.uk/ncscp)

Organisations and professionals or individuals working with families and young people should also consult the Nottingham City Family Support pathway which outlines thresholds for support and safeguarding and when and how to get the right help at the right time. Visit [**www.nottinghamcity.gov.uk/media/1536396/family-support-pathway-2018-19.pdf**](http://www.nottinghamcity.gov.uk/media/1536396/family-support-pathway-2018-19.pdf) to read the full document.

All organisations in receipt of funding must hold a specific safeguarding policy, which has regard to Working Together 2015/2018 and The Care Act 2015 and includes procedures for allegations or concerns about those who work in a position of trust. Each organisation will be required to have a named Lead for Safeguarding and demonstrate safe recruitment practices (DBS checks and reference requests) as well as a commitment to safeguarding training (including but not limited to Safeguarding, Domestic Abuse, CSE and Mental Health). (Details about Nottingham City Councils training offer can be supplied on request). In the case of a safeguarding concern, staff working with children or vulnerable adults should evidence discussing young people of concern at the earliest stage possible with the Children’s Integrated Services Directorate to ensure the right support at the right time, they may be required to contribute to a multi-agency meeting in order to report or evidence concerns.

Information on how to contact Children’s Services can be found at [**www.nottinghamcity.gov.uk/marf**](http://www.nottinghamcity.gov.uk/marf)

**All organisations/partners receiving NCC funding to deliver services MUST conform to these requirements in order to receive funding.**

**2.4 Core Values**

All organisations in receipt of funding must continue to ensure that they;

1. Work in partnership and/or co-operation with appropriate agencies

2. Demonstrate Best Value / Value for Money.

3. Demonstrate impact of services.

4. Ensure the safeguarding of all children, employees and vulnerable adults and undertake relevant DBS checks with paid employees and volunteers.

5. Deliver their activities in accordance with Nottingham City Council’s Equality and Diversity Policy.

6. Act in an anti-discriminatory manner, including (but not limited to) taking into account gender, race, age, culture, religion, belief, language spoken, sexual orientation and disability.

7. Deliver their activities in accordance with relevant legislation and best practice applicable to the client group, by suitably qualified and/or experienced staff where detailed. (Applicants are encouraged to contact the NCVS if support is required in this area.)

8. Promote and encourage the independence and wellbeing of the individual service user, taking account of his/her particular circumstances and chosen lifestyle.

9. Maintain the service users’ right to privacy, dignity and confidentiality and ensure compliance with GDPR.

10. Ensure the health and safety of clients, staff and others and hold appropriate insurance policies and risk assessments related to this.

11. Ensure service users (especially young people) have the right to participate in decisions about the service provided to them and be regularly consulted about whether it meets their need.

12. Provide their activities reliably and consistently. In the event of a disruptive event affecting their ability to deliver, the organisation shall take steps to ensure continuity of service delivery is achieved.

1. **DELIVERY PROCESS**

**3.1 Model**

The overall model for Area Based Grants will remain the same as previous years. Groundwork Greater Nottingham will remain to be the lead for Area 3 for the extension period. All those funded through Area Based Grants will form the Area Based Grant Partnership.

**3.2 Timeline**

Funding is being offered for a one year extension. All funded bodies will be expected to deliver services as outlined within the criteria section of this document.

Organisations wishing to take part in this extension of grant funding must create a delivery plan that contains agreed outcomes and objectives

**3.3 Programme Remit**

The below guidance and application is solely for Area 3 working alongside Groundwork Greater Nottingham. Should you wish to apply for Area Based Grants in other areas of the city you should directly approach the lead organisations for those areas.

Area 3 covers three wards (based on the ward boundaries in place from May 2019 onwards):

- **Aspley**

**- Bilborough**

**- Leen Valley**

**3.4 Criteria**

The overall priorities for each area of delivery for Area Based Grants remain the same. As before, all activity identified should work with existing services funded or delivered by other bodies or organisations (including Nottingham City Council) to ensure there is no duplication and to offer a wide range of activities at different locations and times.

The activity delivered within each of the individual priorities has changed slightly to reflect changes across Nottingham since the original criteria was written in 2018.

1. **Play and Youth**

**4.1 Play and Youth – Term time only**

Children’s Integrated Services Division has been unable to meet the demand for its services within the available budget during this and previous years. To be able to support children, young people and their families within budget, it has been necessary to review all children’s services with the aim of identifying where structures and processes can be streamlined to deliver further efficiencies. Whilst identifying further efficiencies, the Council has to ensure it is able to continue to meet its statutory duties and responsibilities for children, young people and families. Because of the scale of the financial challenge, the Council is unable to maintain the current level of service or provision.

**Significant changes to service delivery means the play and youth service will cease delivering play sessions to 5-10 years olds and the youth offer for 10-17 year olds will be reduced to a targeted outreach / detached offer. This will mean a significant reduction in weekly youth sessions delivered by the city across the city of Nottingham and a reduction in staffing and delivery sites.**

*C*urrently there are a large number of sport activities being delivered across the City, this funding should ensure it delivers a balanced offer that includes other activities that are not sports based. All delivery should:

* 1. Provide free / low cost activities positive activities for children and their families across the city. – timetable to be provided showing weekly activities (term time)
  2. Support young people by ensuring they are understood and supported through the safeguarding process and sign posting where needed.
  3. Reduce risk taking behaviours (exploitation, County Lines, anti-social behaviour, violence, drugs and alcohol and sexual health) and be able to refer young people for whom they are concerned using the correct channels.
  4. Support young people from protected groups such as BAME/LGBTQ+ and young people who have a disability, by reducing social isolation and create opportunities for young people to build friendships and community connections
  5. Support young people with SEND.
  6. Must demonstrate that young people are involved in the design and delivery of the project, and that their ideas have been reflected in the application.

***All provision must be term based and provide a weekly offer from a fixed location. Holiday provision will be supported by the Holiday Activity Fund.***

All activity provided must provide opportunities for young people to participate in decision making forums, social action and volunteering. Partners must be able to evidence that children and young people have improved learning and developed new skills, and have increased health and wellbeing

Partners must work in partnership with the Council, other youth providers and specialist agencies. They must act as a bridge and support young people to access other services and be part of a multi-agency group where appropriate with evidence of referrals and attendance of meetings. Young people must be involved in co-designing and co-producing activities, projects and services and partners must be able to demonstrate that all children and young people with Protected Characteristics (including BAME, disabled, LGBTQ+) or with multiple disadvantages feel safer and more supported in the project than before.

**PLAY** - Delivery must focus on universal play sessions (5-10 year olds) on a weekly basis from a specific location, which meets children development needs **(SPICE) *Social, Physical, Intellectual, Creative and Emotional.***

**YOUTH** – Delivery must focus on universal youth sessions on a weekly basis, which meet the needs of young people’s **personal, social and educational development.**

**TARGETED WORK** – Is not be funded unless there are specific projects that will support priorities around Mental health, Poverty, Violence against young girls / women, tackling younger siblings of those who are vulnerable to child criminal exploitation and Child Sexual Exploitation. A strong argument must be made as to why these projects are being funded from Area Based Grant and not more appropriate resources.

**4.2 Play and Youth – Holiday Activity Fund (HAF)**

The Holiday Activity Fund is a £200 million country wide programme funded by the Department for Education. The programme aims to provide activities and food for children eligible for Free School Meals during the Easter, Summer and Christmas holidays, plus October half term.

In 2022/23 delivery will be:

Easter 1 week

Summer 3 weeks

October 1 week

Christmas 1 week

(For HAF, the DfE limits the week to 4 days).

Organisations wishing to deliver holiday activities must:

* Market specifically to families where children are eligible for Free School Meals
* Adhere to all of the requirements for the project set out by the DfE
* Enlist multiple local providers to support with the delivery of the programme
* Ensure the families who use these sessions are signposted to the services in the city which may be able to support them
* Ensure children with SEND are supported to attend sessions and families of children with SEND are aware of these sessions
* Work closely with other HAF providers in the city to mitigate overlap of provision
* Comply with all monitoring requirements set out by Nottingham City Council and the Department for Education
  + 1. **DFE Requirements for HAF**

**Data collection**

Reports will include data on children attending clubs.

All of the data and information collected by the holiday clubs and providers should all be collected in strict adherence to the General Data Protection Regulation (GDPR).

**Food**

Providers must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet school food standards (<http://www.schoolfoodplan.com/actions/school-food-standards/>).

The expectation is that the majority of food served by providers will be hot. However, we acknowledge that there will be occasions when this is not possible and a cold alternative may be used.

All food provided as part of the programme must:

* Comply with regulations on food preparation:
* Take into account allergies and dietary requirements (see the allergy guidance for schools)
* Take into account any religious or cultural requirements for food

**Enriching activities**

Holiday clubs must provide fun and enriching activities that provide children with opportunities to:

* Develop new skills or knowledge
* consolidate existing skills and knowledge
* try out new experiences

This could include:

* physical activities, for example, football, table tennis or cricket
* creative activities, for example, putting on a play, junk modelling or drumming workshops
* experiences, for example, a nature walk or visiting a city farm

**Physical activities**

Holiday clubs must provide activities that meet the physical activity guidelines (https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report) on a daily basis.

**Nutritional education**

Providers must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as:

* getting children involved in food preparation and cooking
* growing fruit and vegetables
* taste tests

**Food education for families and carers**

Providers must include at least weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food.

**Signposting and referrals**

Holiday clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. This could include sessions provided by:

* Citizen’s Advice
* school nurses, dentists or other healthcare practitioners family support services or children’s services
* housing support officers
* Jobcentre Plus
* organisations providing financial education

**Policies and Procedures**

Providers must have relevant and appropriate policies and procedures for:

* safeguarding, including the recruitment of staff and volunteers
* health and safety
* relevant insurance policies
* accessibility and inclusiveness

**Safeguarding**

All staff who are employed by holiday club providers funded through the holiday activities and food programme should be subject to an enhanced DBS check with barred list information.

1. **EMPLOYMENT AND SKILLS**

Employment and Skills grant recipients are expected to actively promote Employment & Skills activities in their areas and focus on supporting unemployed and inactive residents to engage with appropriate projects and programmes designed to progress them into employment.

There are three areas of focus for employment and skills activity:

* 1. Partnerships should deliver at least one weekly job club per ward/area at a venue within their area.

These clubs must be:

* Delivered in a venue that can be easily accessed using public transport
* Open to city residents of all ages
  1. Partnerships should organise, promote and manage two Jobs Fairs in their area between Apr 22 and Mar 23. This Jobs Fair must be delivered in a venue that can be easily accessed using public transport and open to city residents of all ages. The partnership should liaise with the Nottingham Jobs Service to secure organisations and employers to attend the Fair, however the expectation is that the Partnership will be responsible for the delivery of the event and the promotion of it across the Area.
  2. Engagement and referral of at least 20 NEET and unemployed city residents and referrals to organisations, projects or programmes that offer additional support with the progression into employment or the development of skills related to employment per month.

These referrals can include the following:

* Nottingham Works 4You project
* The Pathways to Health & Social Care project
* Way2Work project
* Back2 Work project
* Building Better Opportunities Project
* ESFA funded training or education programmes

Particular focus should be made to engage residents in the priority groups including:

* Those with no Basic Skills Qualifications
* Those aged under 24 years old
* Those aged over 50 years old
* Female residents
* Economically Inactive residents
* Those who are long-term unemployed
* Those from BAME communities
* LGBTQ+ residents

1. **SMALL GROUP SUPPORT**

This funding aims to continue the offer of advice and support to smaller local VCS organisations and groups to enable them to maintain a robust organisation and offer a good quality service and / or activities to citizens. This could include small group support with issues such as management, policies, funding bids, or supporting the development of organisations enabling them to grow and thrive.

This must be delivered by a recognised and suitably experienced organisation.

1. **DEMOCRATIC DECSION MAKING**

All ABG Lead Organisations must continue to pursue a democratic process of management involving partners in decision making and the allocation of funds and resources. In line with this, the ABG Lead Organisation is expected to undertake to share the duties and responsibilities of management of the programme with delivery partners where possible. Quarterly meetings of the partnership should take place as a minimum and all decisions regarding funding allocation, services delivered, future developments etc should be agreed here (where practicable). Appropriate notice of meetings must be given to all partners.

All partners funded through the Area Based Grants will be expected to attend quarterly meetings and to take part in the above process.

1. **PERFORMANCE MANAGEMENT AND MONITORING**

**8.1 Quarterly Monitoring**

Quarterly monitoring is required to demonstrate performance against targets and forms the basis of all performance management and monitoring. It will be used to trigger the release of future grant payments. A monitoring form will be provided for Organisations to complete and must match the outputs and outcomes agreed within the SLA. Quarterly monitoring must be received 2 weeks after the end of the quarter that is being monitored.

**8.2 Annual Report**

All organisations who receive funding directly from Nottingham City Council must also compile an annual report to document progress and services delivered. All funded organisations should be able to evidence a strong record of delivery and achievement and identify additional resources or funding sourced by the partnership that will support delivery of the priorities.

The report should highlight any differences between outputs and outcomes agreed within the SLA and those achieved through the course of the year (both positive and negative).

1. **ADVERTISING AND PROMOTION**

All funded organisations will be required to promote activities delivered by their partnership and share publicity with NCC departments (for example youth activities delivered by ABG partners must be included within NCC activity timetables). All publicity of activity and services supported by the grant must acknowledge the support of Nottingham City Council. Logo’s will be provided.

1. **AVAILABLE FUNDING**

Due to the significant changes to the funding streams focus this year we are not suggesting an overall breakdown of the amounts to be spent under each stream and within each ward. However, decisions regarding which applications will be funded will be based upon Geographic spread across all three wards and will have to be within the funding parameters set by Nottingham City Council Listed Below.

|  |  |  |
| --- | --- | --- |
| Overall Area Based Grant Budget for Area 3 | Minimum amount of ABG to be focus on CYP offer | Holiday Activity Fund Budget for Area 3 |
| £139, 829 | £33,241 | £78,392 |

1. **FURTHER SUPPORT**

If you would like and further information, clarification or guidance on the application process please contact [amy.palmer@groundworknottingham.org.uk](mailto:amy.palmer@groundworknottingham.org.uk)