

Town Twinning Grant Applications – Cultural and Educational Activities

Town Twinning Network

Date: 2 April 2014

Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To review the criteria for consideration of Town Twinning Grant applications. .

2. Recommendations

The Town Twinning Network is recommended to:

- 2.1 Note the report and continue to use the Town Twinning Grant guidance/criteria set out at Appendix A of the report to assess Town Twinning Grant applications whilst taking into account the definitions for culture and educational activities referred to in 3.2 below.

3. Detail

- 3.1 The Chair of the Town Twinning Network has asked for a review of the criteria for consideration of Town Twinning Grant applications.
- 3.2 Town Twinning enables participants to experience the different cultures of the twin towns involved. Culture can mean different things to different people. Its definition can be narrow focusing on 'the arts' or 'leisure' for example or very broad to include entire ways of life, belief systems, traditions and values. The dictionary definition of Educational activities includes learning experiences that communicate, teach or instruct knowledge and skills.
- 3.3 The Department for Culture, Media and Sport in their document 'Creating Opportunities' defines culture as having both a material and a value dimension.

The material dimension of culture includes:

- The performing and visual arts
- Media, film, television, video and language
- Craft, fashion and design
- Libraries, museums and archives
- Literature, writing and publishing
- The built heritage, architecture, landscape and archaeology
- Sports events, facilities and development
- Parks, open spaces, wildlife habitats and water environments

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- Children's play, playgrounds and play activities
- Tourism, festivals and attractions
- Informal leisure pursuits.

The value dimension of culture includes:

- Relationships
- Shared memories experiences, identity and sense of place and belonging
- Diverse cultural, religious and historic backgrounds
- Standards; what we consider valuable to pass on to future generations

3.4 Culture can shape and define places and communities. It helps individuals and communities make sense of the world in which they exist and reflect upon, articulate and express their views and thoughts.

3.5 Culture does all kinds of things for people as can be seen in the following examples:

- It helps us to understand ourselves and others
- Broadens our horizons and helps us develop new skills
- Helps bring people together and gives a sense of identity and belonging
- Makes places exciting to live in, work and visit

3.6 In Swindon Town Twinning grants are non-recurring grants intended to promote Town Twinning and, specifically, activities which will enhance existing twinning links and develop international friendship links between the people of Swindon and communities in other countries. The basis for awarding grants is that it will strengthen links between Swindon and its twin towns and widen the horizons of the individuals and groups involved in twinning activities.

3.7 Previously the Partnership and Communities Manager within the Localities Team had been consulted about Town Twinning Admin Grant applications. The guidance/criteria used for this type of grant was the Grassroots Grants and Admin Grants guidance. The Localities Team were involved in 2013 as the Swindon / Salzgitter Twinning Association applied for an Administration Grant in May 2013, and the Swindon Ocotal Link group applied for an Admin grant in October 2013. Both of the Grants were approved.

3.8 However, the Lead Member requested in October 2013 that future applications from the Town Twinning groups would need to be considered under the Town Twinning grants guidance/criteria at the Network meetings and would not be

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funded from the Grassroots Grants funding allocation. A copy of the Town Twinning guidance/criteria is attached at Appendix A.

- 3.9 It is suggested that in considering future Town Twinning Grant Applications officers and Members continue to use the Town Twinning Grant guidance/criteria set out at Appendix A whilst taking into account the above definitions for culture and educational activities.

4. Alternative Options

- 4.1 There are no alternative options.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no direct financial or procurement implications relating to this update. Any future activity that has financial implications would be subject to a separate report.

Legal and Human Rights Implications

- 5.2 This report has no specific legal or human rights implications.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 This report has no specific implications relating to staff, sustainability, health, rural, crime and disorder.

Links to One Swindon, Strategic Objectives, Plans and Policies

- 5.4 There are no specific links between Town Twinning and One Swindon, Strategic Objectives, Plans and Policies.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has not been completed for this report. This is because it relates to verbal updates from Town Twins and Links present at the meeting, with no changes to staffing, budget or service eligibility criteria.

Risk Management

- 5.6 A risk assessment has not been undertaken.

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6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 None

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Appendix A

SWINDON BOROUGH COUNCIL GUIDELINES FOR TOWN TWINNING GRANTS

A. WHAT ARE THESE GRANTS FOR?

The purpose of these non-recurring (one-off) grants is to promote Town Twinning. This includes activities which will enhance existing twinning links and develop other international friendship links between the people of the Borough of Swindon and communities in other countries.

Please note that funding is **not** available from this source for:

- ❖ Individuals
- ❖ Capital works or adaptations
- ❖ Activities the primary purpose of which is (or appears to be) religious or party-political

B. WHO CAN APPLY?

Subject to the various criteria set out in these guidelines, any Swindon-based voluntary or not-for-profit organisation can apply on a standard application form for “one-off” grants for initiatives which meet the broad aims set out above. The maximum grant available is normally £1,000. The Director of Law and Democratic Services, in consultation with the Cabinet Member for Twinning, the Chief Executive and the Town Twinning Network can award slightly larger grants where necessary.

Applicants should be able to demonstrate:

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- ❖ Which group of people will benefit (and approximately how many)
- ❖ How the grant would be used to further Town Twinning links
- ❖ What are the expected benefits and outcomes, both for the group, the subject of the application (where appropriate) and for the development of Twinning links
- ❖ If not a on-off event or time-limited initiative, how the activity will be sustained.

Please note that further applications from the same group, for the same or a broadly similar purpose, will not be considered.

C. WHAT ARE THE PRIORITIES?

Specific priorities may be set from time to time by the Council.

In general, priority will be given to applications from groups with fewest resources, or least likely to be able to access/attract funds from other sources, for initiatives which:

- ❖ Promote cultural awareness
- ❖ Are pump priming and sustainable **or** likely to produce lasting benefits
- ❖ Attract match-funding from other sources

Applications will also be considered for assistance towards travel or transport costs, only where evidence is provided that it is for the direct benefit to the people of Swindon.

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D. WHAT ARE THE CONDITIONS?

1. Applications on a standard application form may be made at any time of year but **must be received at least 6 weeks before the proposed activity.**
2. Applicants must have, as a minimum, a simple Constitution and a group bank account into which any grant will be paid. Established groups must comply with the Council's Basic Conditions of Grant Aid.
3. Successful applicants will be required:
 - a) To sign an agreement to use the grant only for the purposes for which it is given;
 - b) To complete and return an Evaluation Form, within 6 weeks of the event/activity taking place.
4. All receipts for items purchased and expenses paid must be kept for accounting purposes. Copies of these must be returned with the Evaluation Form within 6 weeks of the event/activity taking place. (NB. If original receipts are sent, these will be copied and returned).
5. No individual applying for a grant on behalf of a group may themselves receive any payment from that grant other than appropriate expenses actually incurred on behalf of, and approved by, the group.
6. Grant applications, including the level of any grant awarded, will be determined by the Director of Law and Democratic Services, following consultation with the Cabinet Member for Twinning (Leader of the Council), the Chief Executive and the Town Twinning Network.
7. The administration of this scheme for the award of Town Twinning grants will be co-ordinated through the Council's Grants Team, in accordance with standard grant aid procedures.

E. HOW DO WE APPLY?

For an application form, advice and assistance please contact Stuart Figini (Committee Officer) on 463612. If you need help to fill in the form we will be happy to arrange an appointment.