

Ward Community Grant Scheme for 2020-21

Information for Councillors

Each ward has been allocated a budget of £3,000 to award grants to local voluntary organisations/community groups or projects that provide a benefit to the local community to enable them to achieve their local objectives.

The scheme will run from 1st May 2020 until 28th February 2021.

Conditions

- Ward councillors will decide together which community groups/organisations or project that provides a benefit to the local community within their ward will be supported with a grant. Each grant must be supported by at least two of the three ward councillors and there must be a connection or benefit to the local ward for each application
- Councillors may be approached by community groups/organisations seeking financial support
- Applications can be made from constituted community and voluntary organisations (including schools) or by the ward members (a minimum of two must sign)
- Councillor led projects should be a one-off expenditure with no ongoing costs or maintenance liability to the Council - Councillors should liaise with relevant officers to ensure this
- Where a project covers or benefits more than one ward, multiple ward funding will be considered and councillors from all wards should confirm their support (a minimum of two from each ward)
- Applications for funding must be for specific projects or events and cannot be used towards general running costs of the organisation – sustainability of each supported project will be encouraged wherever possible
- Funding should not be awarded in retrospect – projects should only start once the funding has been confirmed by the Grants Officer
- There must be a connection or benefit to the local ward for each application
- Support to a variety of groups and projects within each ward is encouraged
- The project must commence within six months of the award and be completed within one year. If not, the grant will need to be reapplied for
- The funding should be spent within one year of being awarded

- Payment will normally be made in arrears by BACS on receipt of evidence that costs have been incurred
- A feedback report must be completed either by the receiving organisation or the ward members within three months of the funding being paid (a template will be supplied). Failure to provide a feedback report may result in rejection of any future funding applications.
- The named person on the application form is responsible for the grant, including –
 - checking that the funding is spent as described in the application form (if there are any changes to the use of the funding permission must be sort in writing from the council)
 - sending appropriate receipts to trigger payment, as required
 - completing the feedback report
- The recipient must retain financial records in the event of any audit requirements

Process

- Ward councillors will be contacted by voluntary/community organisations for their support for a project or event. If support is given (by at least two councillors per ward), the organisation completes the online application form and submits with supporting documents
- For councillor led projects which provide a benefit to the local community, at least two councillors must support the project. If a councillor has a declared interest in the project, the other ward councillors must support the project. The lead councillor completes the online application (councillor version) and takes responsibility for all aspects of the grant as described above
- The Grants Officer will check the application, including –
 - there is appropriate councillor support
 - relevant officers are aware of councillor led projects
 - the application is viable with no ongoing costs or maintenance to the council
- Applications will be confirmed by the Democracy, Strategy and Partnerships Portfolio Holder
- A Record of Executive Decision Form will be completed (applicants should allow at least 1 month for confirmation from submitting the application)
- The Grants Officer will provide a link to OneDrive for each ward for councillors to check the allocation of their annual budget and feedback reports from previous years
- Any non-awarded funding at the end of the financial year will not be carried over into the next financial year and will return to council funds

Ward Community Grant Scheme Process

