

**April 2017**

# Guide to Ward Community Funding



## 1. What is Ward Community funding ?

Each ward has been allocated a yearly budget of £18,000 which can be used to support projects that bring benefits to that ward. This guidance explains how individuals and organisations can apply for Ward Community funding, how funding decisions are made, and what applicants can expect during the application process. In general, Councillors are more likely to be supportive of bids that address local priorities.

## 2. How much can be applied for?

Councillors are likely to want to support as wide a range of activities as possible and for this reason are unlikely to support proposals which would take up a large proportion of their funds. Councillors have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

## 3. What cannot be funded?

Ward Community funding **cannot** be used for the following (please see section 10 for further information) :

- Staffing, except temporary staff or specialists brought in to do a specific and short term piece of work
- Full costs of infrastructure, running costs or capital investment
- Recoverable VAT
- Any liability arising out of illegality or negligence
- Any form of gambling (except small fundraising activities e.g raffle, tombola etc)
- Exclusively religious activity
- Political activity
- Evaluations outstanding from previous funding
- An event or activity which has already taken place ahead of the budget meeting at which the bid would be considered
- Applications from organisations from which previous evaluation information and funding has not been accounted for.

## 4. Repeat funding

New applications and activities will be given priority over **repeat funding** (year after year).

However an applicant can apply for funding for more than one activity or project in the same or concurrent financial year, provided that the activities or projects are different.

## 5. Applying to more than one ward

Applications can be made to a maximum of three wards (whether through 3 separate applications or one single form) for which applicants must be able to demonstrate benefits spanning across all of the wards – applications will be considered as one request.

## 6. Who can make a Ward Community Funding application?

Applications will be considered that are made by individuals living, working or having any other interest in the ward as well as community groups, voluntary organisations, statutory agencies and partners. The size and resources of the applicant are likely to be considered when determining the merits of a grant application.<sup>2</sup>

## 7. How can I make an application?

Applications should be submitted using the Council's Web application form. [Please click here to access the application form](#). However where this is not possible paper copies can be made available by contacting the Ward Engagement team (contact details are on page 5).

All sections of the form must be completed and contact details provided before your application can be processed.

All applications must specify whether they are seeking funding from other sources for the same project. Failure to do so may result in applications being withdrawn.

## 8. When should I make a proposal?

The earlier an application is made the better – especially if it's for something that has to take place at a certain time – for example, an application for over £500 taking place on 15<sup>th</sup> November should be submitted by 30<sup>th</sup> September.

Remember that grants cannot normally be made for events that have already taken place (i.e. retrospectively) so it is vital you submit your application in time.

### **Applications above £500**

(Where the total amount requested from one or more wards is above £500)

Applications are considered at a Ward Budget Meeting by Ward Councillors three times a year the deadline for submission are:

31<sup>st</sup> January

31<sup>st</sup> May

30<sup>th</sup> September

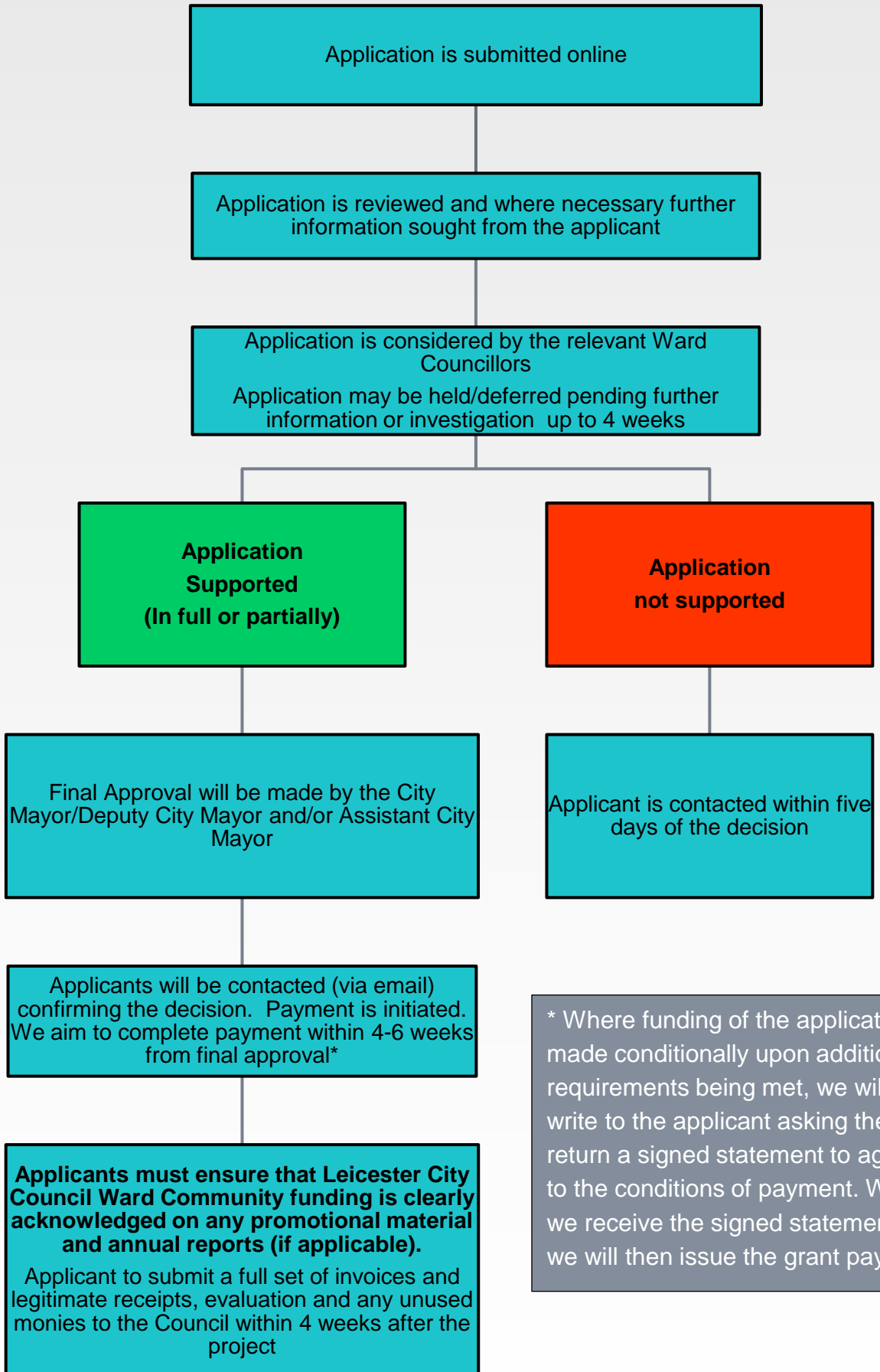
It can take up to 4-6 weeks after the submission deadline for decisions to be made. This is to allow sufficient time to make further enquiries relating to the application if necessary and to provide an opportunity for Councillors to carefully consider them before a final decision is made.

### **Applications up to £500**

(Where the total amount requested from one or more wards is under £500)

For applications under £500, or if a project needs to be funded before the next Ward Budget Meeting, Councillors may agree to support funding up to £500 or as a matter of urgency – Please note this will also following the same process overleaf and can take up to 4-6 weeks to process

## 9. What happens after I have made an application?



## 10. Funding conditions (Successful applications)

- Funding must not be used for items listed in Section 3.
- Funding must only be used for the purpose for which it was awarded, as set out in your application and/or any other agreed conditions approved in writing.
- Full evaluation and proof of expenditure will be provided by you and these should be submitted within four weeks from the end of the activity as outlined in your application for funding.
- The Council may reject applications for any future funding and/or require you to repay funding and return items purchased with Ward funding if:
  - You do not use the grant for the purpose for which we gave it or for a purpose which it shall not be used;
  - Your organisation closes down, or sell or transfer or cease to carry out the activities
  - You significantly change the activity you for which the Funding is given without our prior written approval
  - You have given false or misleading information to us
  - Full evaluation and proof of expenditure (only legitimate receipts are acceptable) has not been submitted within four weeks from the end of your activity
- You must acknowledge the funding we give you in your publicity and other similar literature
- Funding must not be used for activities/events that would bring the Council in to disrepute.
- The Council shall not be responsible for liability to third parties for any debts or liabilities you incur or that are incurred through any act or omission by you. Any such debts or liabilities shall be your entire responsibility.
- Safeguarding – where the project/activity falls within the definition of a regulated activity relating to children and/or to vulnerable adults, the group/organisation shall ensure that all individuals engaged in the project/ activity are:
  - subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service (“DBS”) including a check against the adults' barred list or the children's barred list, as appropriate; and
  - shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out Regulated Activity or who may otherwise present a risk to users

## 11. Where can I get further information?

More information about Ward Community Funding and the application process can be found on the [Ward Community](#) pages on the Council's website.

Alternatively if you need further help or advice on completing the form please contact the Council's Ward Engagement Team:

By Phone: 0116 454 1940

By Email: [community.meetings@leicester.gov.uk](mailto:community.meetings@leicester.gov.uk)

If you require support to access the web application form please feel free to visit any of our [libraries and multi-service centres](#) where we will be able to take you to the appropriate area online using the Council's free public access computers.