

Ward Budget Application and Approval Form

PART A: Funding Bid	
<i>To be completed by the applicant</i>	<i>If completing by hand, PLEASE PRINT</i>
Name:	
Position:	
Organisation Name:	
Organisation Type:	
Address:	
Postcode:	
Telephone:	
Email:	
Bank name and address:	
Account number:	
Sort code:	
Account name:	
Project name and description:	<i>Please describe your project (max 200 words)</i>
Evidence of community need / support	<i>Please provide the justification for the project (max 200 words)</i>

Location:	<i>Where is the project to take place?</i>
Start date:	
End date:	
Funding bid (£): How much are you requesting? £ _____ (between £100 and £1500)	<i>Please provide a breakdown of the proposed spend including evidence (i.e. quotes or copies of brochures or a link to a website showing prices).</i> <i>Applications without supporting evidence cannot be processed. If in doubt, please contact the Communities team for advice (details at the end).</i>
Other funding relating to this project (£/source):	<i>What other funding do you have or have you applied for for this project?</i>
Other funding from SDC to your organisation	<i>What other funding has your organisation received from Shepway District Council this financial year (funding / purpose / amount)?</i>
Data protection	The information provided to the council for the purpose of applying for funding under the Ward Budget scheme will be held securely by the council at all times. The council may share the information with external agencies and the wider public to ensure that the project is delivered successfully. The council may share the detail with other organisations, if required to do so by law.
Disclaimer:	By signing this form, you agree that the organisation you represent will comply with the terms and conditions in this application and the attached Shepway District Council Ward Budget Scheme Guidance Notes. This includes maintaining records on how the grant was spent (i.e. invoices and receipts) which must be made available to the Council upon request. You confirm that the funding will be spent as detailed in this application or returned to Shepway District Council. You also confirm that you are entitled to sign on behalf of the organisation specified above.
Signed: <i>Please note that applications must be signed. Wet signature or electronic signature is acceptable</i>	
Date:	

PART B: Member Approval <i>To be completed by the ward councillor</i>	
Councillor:	
Ward:	
Any declared Member interests in the funding bid:	
Member decision on proposal: <i>Amount approved</i> <i>Reject:</i>	£
Councillor Ward Budget spent to date (£):	
Signed:	
Date:	

PART C: For office use only <i>To be completed by the council officer administering the Ward Budget scheme</i>	
Officer name:	
Record of decision:	Approve/Reject
Does the project comply with the terms and conditions of the scheme?	
Date approved:	

Ward Budget Guidance

Overview

1. The Shepway Ward Budget scheme provides each Ward Councillor with a delegated budget of £1,500 per year to spend on community projects that help deliver the council's strategic objectives.
2. The ward budgets are intended to help the 30 local Ward Councillors to respond to community needs within their ward and to support projects or activities that benefit the communities that they represent. Community groups and members of the public can contact their local councillor with funding bids.

Funding and Scheduling

3. All applications must be submitted no later than 1 March 2017 to enable sufficient time for the payments to be made by financial year end.
4. Any budget left unspent will be returned to the council's General Fund.

Eligible Projects

5. Funding may be provided for projects or one-off items, which:
 - Support community projects (including art, youth and sports projects);
 - Improve health and wellbeing;
 - Address community safety issues;
 - Improve community services or facilities in a local area;
 - Promote better community relations and cohesion;
 - Maintain local open spaces and leisure facilities;
 - Improve the local environment or appearance of an area;
 - Provide support to a particular group in line with the council's public sector equality duties.
6. Funding will not be provided to:
 - Reinstate a cut in service or activity arising from an earlier policy decision of Shepway District Council or other public body;
 - Finance ongoing yearly spending commitments;
 - Benefit individuals or privately owned businesses;
 - Support the mainstream activities of a community or voluntary organisation;
 - Submit retrospective applications (i.e. it is not permitted to purchase an item and then submit an application for funding).

7. The decision whether or not to provide funding rests with the Ward Councillor provided that the bid meets the terms and conditions set out in this document.

Eligible Applicants

8. Funding applications can be made by organisations located within Shepway or which can demonstrate that they have a strong connection with the local area. eligible organisations are:
 - Town and Parish Councils, with a precept of less than £21,000 a year;
 - Community Interest Companies;
 - Registered Charities;
 - Community and voluntary groups.
9. Applications for funding cannot be accepted from:
 - Local authorities;
 - Individuals;
 - Privately owned businesses;
 - Political parties.
 - SDC Councillors or persons associated with them (to avoid any potential conflicts of interest).
10. Applications will be considered from religious groups (but not for the purpose of worship) and these bodies must be able to demonstrate how their proposal will bring wider community benefit.
11. All payments made under the Ward Budget Scheme are allocated on a one-off basis. No ongoing financial support is provided and Shepway District Council will not be liable for any ongoing costs that the project may incur for revenue and/or capital expenditure.

Equality and Diversity

12. The council will adhere to its equality and diversity responsibilities in administering this scheme. The council will endeavour to publicise the scheme as widely as possible and encourage applications from a wide range of community groups.

The application process

13. The Ward Budget scheme operates a three stage process:
 - **Part A:** is completed by the applicant.
 - **Part B:** is completed by the Ward Councillor.
 - **Part C:** is completed by the officer administering the scheme who makes the necessary checks.

Part A – Application form

14. Part A must be completed by an authorised representative of the group requesting the funding.

15. Applicants must **provide a thorough description** of what the funding is to be used for) **and supporting evidence** in order to allow councillors and officers to assess the merits of the bid against the criteria and conditions of the scheme, as set out in this document.
16. Applicants must provide bank details with their application so that an electronic transfer can be made. **The bank account must be in the name of the group or organisation applying for funding.**
17. Applicants then provide the form to their ward councillor(s) for review and approval. Full details of district councillors, the wards they represent and how to contact them are available on the council's website by going to the page 'Your Councillors'.
18. Applicants may submit their bid to more than one councillor but this should be stated in the application under 'Other funding relating to this project'.
19. Applicants must provide a breakdown of the proposed spend including evidence (i.e. quotes or copies of brochures) when they submit the application form. Due to audit requirements applications without supporting evidence will not be processed.

Part B – Member decisions

20. Councillors are encouraged to give priority to applications for funding, which:
 - Help to deliver the strategic objectives of the council (as set out in the Corporate Plan);
 - Are consistent with the council's policies and plans;
 - Demonstrate clear local support and/or need;
 - Are consistent with town or parish community plans;
 - Provide evidence of value for money;
 - Directly benefits their electoral ward;
 - Seek match funding where possible.
21. Ward councillors review the applications and decide how much if any, they wish to allocate to the project.
22. Ward councillors will adhere to the Councillor's Code of Conduct when making decisions on how to allocate their ward budget.
23. Ward councillors will adhere to the restrictions during election periods when they are not able to make decisions on grant awards.
24. Subject to the above, Ward Councillors are free to decide how they wish to allocate their allotted funding subject to the minimum (£100) and maximum (£1,500) funding thresholds and remaining within their overall ward budget for the year.
25. Ward Councillors are expected to keep track of their Ward Budget throughout the year and ensure that the funding they approve does not exceed their budget.

Part C – Officer authorisation

26. Council officers ensure that the application complies with the terms and conditions of the scheme (as set out in the application form and this guidance document).
27. In the event that the officer finds an application is not compliant, they will work with the Ward Councillor and the applicant to address any issues. If issues remain unresolved, the officer will notify the Corporate Director - Strategic Operations of the grounds for rejecting the application. If the Corporate Director agrees with the assessment they will notify the ward councillor and the applicant that the application has been unsuccessful. The applicant will be invited to resubmit should they wish to do so. If the Corporate Director deems that the application is compliant with the conditions of the scheme then it will proceed as normal.
28. Once approval is given for a grant and the decision is formally recorded, council officers will make the necessary grant payment via BACS transfer.
29. Council officers are responsible for ensuring that appropriate records are kept for audit purposes.

Compliance with the council's financial procedures

30. The applicant must retain any relevant receipts in line with the Council's financial procedures. The council reserves the right to request evidence of expenditure (e.g. receipts).
31. Spending under this scheme does not classify as a supply to the council and therefore it is not possible to reclaim VAT on this expenditure.
32. All councillors and staff must ensure that any irregularity or suspected irregularity involving Council funds, property or other assets for which the Council is responsible is reported immediately to the Chief Financial Officer.
33. The Council officers administering the scheme will keep a record of the total spend of each ward councillor against their allocated budget.

Transparency

34. Shepway District Council will publish information regarding Ward Councillors' Ward Budget grants on the council website (please visit the 'Your Councillors' page).

Publicity

35. Periodically, the council's press office will issue a list of grants which have been made and bring this to the attention of local media.
36. Local groups and councillors are encouraged publicise projects that are supported by the Ward Budget scheme.

Data Protection

37. Disclaimer: The information provided to the council for the purpose of applying for funding under the Ward Budget scheme will be held securely by the council at all times. The council may share the information with external agencies and the wider public to ensure that the project is delivered successfully. The council may share the detail with other organisations, if required to do so by law.

Audit

38. The Ward Budget scheme can be subject to review by the council's Internal Audit service to ensure financial probity and value for money in how public money is spent. Appropriate records should be kept by all applicants in case their application is audited. Applicants agree that on request, they will make available copies of all receipts and invoices relating to the grant to the council's auditors. The council reserves the right to inspect goods/works purchased with grants from the Ward Budget fund.
39. Applicants for funding through the Ward Budget scheme must complete the disclaimer at the bottom of the Application Form (Part A) to state that they agree to comply with the terms and conditions of the scheme, as set out in these guidance notes. Application forms must be completed and signed by a representative of the organisation making the bid.
40. Appropriate records must be kept by officers of the funding approved and expenditure incurred by the council. Every project (both approved and rejected) must have a completed application form and a record of the decision taken by the ward councillor.

Evaluation

41. The council reserves the right to contact recipients of grant funding from the Ward Budget scheme at a suitable date after the payment has been made to secure feedback on the community benefits achieved from the funding.

Contact details

42. If you have any question relating to this guidance or the ward budget scheme, please contact the Communities Team at communitydevelopment@shepway.gov.uk