

**COMMUNITY LEADERSHIP FUND FOR ELECTED MEMBERS**

**2007/2008**

**GRANTS APPLICATION FORM**

Elected Members should carefully read the grants criteria, as overleaf, before completing all sections of this application form.

If you have any questions regarding the application form, please contact Alison Braithwaite on 01562 732781.

Completed application forms should be sent to:-

Alison Braithwaite  
Strategy, Partnerships and Communications Manager  
Wyre Forest District Council  
Civic Centre  
New Street  
Stourport-on-Severn  
Worcestershire  
DY13 8UL

Or by email to: [alison.braithwaite@wyreforestdc.gov.uk](mailto:alison.braithwaite@wyreforestdc.gov.uk)

## **COMMUNITY LEADERSHIP FUND FOR ELECTED MEMBERS**

**2007/08**

### **1. Background**

- 1.1 More and more emphasis is being placed on the community leadership role of local councillors. The public continue to look to those who have been locally elected to represent their interests, and to bring to local decision-making a full knowledge of what their local communities need and want.
- 1.2 The Local Government Act 2000, the 2006 White Paper – Strong and Prosperous Communities and The Local Government and Public Involvement in Health Bill further reinforce the community leadership roles of councils.
- 1.3 One of the major reasons for introducing a small Community Leadership Fund for Elected Members is to help to bring councillors into greater contact with their localities and to raise their profile and that of the District Council in their Ward. Councillors will therefore need to ensure that each District Ward has identified its priorities for local action.

### **2. Eligibility Criteria**

- 2.1 Subject to paragraph 2.5 below, applications for Community Leadership Fund support should be able to demonstrate that the proposed project or activity contributes to the agreed priorities for the Ward. These priorities may be in the Community Strategy, or have been identified at a PACT or other community forum meeting. Agreed priorities may differ from Ward to Ward.
- 2.2 It is recognised that local initiatives may not always be confined to the geography of a single Ward and may, accordingly, involve communities from adjoining Ward areas. However, once a project proposal extends beyond three adjoining Ward boundaries it ceases to be regarded as a 'local initiative' and therefore is not eligible for consideration for Community Leadership Fund support.
- 2.3 Applications can only be received from Wyre Forest District Councillors. However, it is strongly recommended that the proposed project has the support of the other Councillors covering the identified area (Parish, District and County Councillors) and that local people and community groups have been involved in or consulted on the proposed project and will also be encouraged to support its delivery.
- 2.4 Applications that are demonstrably for the personal benefit of an individual or private enterprise are not eligible.
- 2.5 The Community Leadership Fund is provided from core Council resources. Approved projects, therefore, must not be contrary to agreed Council policy or priorities and must not be used to fund the active opposition to or campaigning against agreed Council policy or priorities. Any proposals which aim to do this will be ineligible for funding support.

- 2.6 As the funding allocation is from the Council, it is important that councillors do not seek to gain party political publicity, especially if this could be seen as electioneering and that all publicity is consistent with the Council's Media Policy.
- 2.7 The Community Leadership Fund will only provide small grants, so where possible other sources of funding should be sought. Examples of projects which might be suitable for funding include, environmental improvement projects, the printing of non party political community newsletters, purchase of mobile sports equipment, arts projects etc.
- 2.8 It should be noted that the Community Leadership Fund will not support services, which are the statutory duty or discretionary activity of another public body.
- 2.9 Each Ward area has been allocated a set amount of funding from the Community Leadership Fund, as detailed on page 5. This allocation is based on an award of £657.14 per councillor.
- 2.10 By allocating the funding on a Ward basis it will help to support the delivery of PACT Priorities as the PACT boundaries are coterminous with the Council's Wards. It will also ensure that there is a fair and equitable distribution of the Community Leadership Fund to support all councillors in their Community Leadership role.
- 2.11 The maximum amount of funding a councillor can apply for will be their individual allocation of £657.14. However it is acceptable for councillors within a Ward to submit a joint application to enable a larger project to be taken forward.
- 2.12 Each funding application will be assessed against the attached Project Appraisal Form and determined by the relevant Head of Service in consultation with relevant Cabinet Member, and approval of, the District Councillors whose area the proposed project covers.
- 2.13 A Head of Service will have the right to award the whole grant, a proportion of the grant or refuse the application completely if it doesn't meet the eligibility criteria, or if there are more pressing priorities for action within the Ward, as evidenced by the agreed published priorities.
- 2.14 From time to time, it may be necessary for the Head of Service to place certain terms and conditions on the grant before it is awarded.
- 2.15 At the end of the financial year any underspend in the Community Leadership Fund will be carried forward to the next financial year. It will be acceptable for councillors to reserve their underspend for a specific project that they wish to undertake during the following financial year. Details and costings of the project will be required.
- 2.16 Projects which have received Community Leadership support will be reported to the Council's Cabinet on a six monthly basis.
- 2.17 Council employees will be able to give general advice on forthcoming schemes to avoid abortive requests. They will not be able to carry out research or other activities to assist councillors if that does not already form part of their individual

objectives.

- 2.18 If a grant is awarded a 'Conditions of Grant' Form for the expenditure of the money will need to be completed and signed by the person / group taking responsibility for the delivery of the project.
- 2.19 The eligibility criteria will be subject to review after six months of implementation to address any emerging issues that may have not been originally considered on the operation or administration of the Community Leadership Fund.

## **COMMUNITY LEADERSHIP FUNDING ALLOCATIONS PER WARD**

**2007/08**

<b>Ward</b>	<b>No of Councillors</b>	<b>Grant Allocation</b>
1. Aggborough and Spennells	3	£1,971.42
2. Areley Kings	3	£1,971.42
3. Bewdley and Arley	3	£1,971.42
4. Blakedown and Chaddesley	2	£1,314.28
5. Broadwaters	3	£1,971.42
6. Cookley	1	£657.14
7. Franche	3	£1,971.42
8. Greenhill	3	£1,971.42
9. Habberley and Blakebrook	3	£1,971.42
10. Lickhill	3	£1,971.42
11. Mitton	3	£1,971.42
12. Offmore and Comberton	3	£1,971.42
13. Oldington and Foley Park	2	£1,314.28
14. Rock	1	£657.14
15. Sutton Park	3	£1,971.42
16. Wolverley	1	£657.14
17. Wribbenhall	2	£1,314.28
<b>Total</b>		<b>£27,600</b>

Funding sources for Community Leadership Fund for 2007/08:

£10,000 – agreed by Council on 28<sup>th</sup> February 2007, for financial year 07/08

£ 2,600 – from Partnerships Budget for 07/08

£ 5,000 – agreed by Council on 16<sup>th</sup> May 2007 (re surplus in Members' Allowances for 07/08)

£10,000 – 'one off' contribution from West Mercia Constabulary as a result of PACT Scrutiny

## APPLICATION FORM

<b>1. Project Title</b>	
<b>2. Description of the Project</b>	
a) What will it do?	
b) Who will it benefit (including geographical area)?	
c) Which agreed priorities within your Ward will it support?	
d) How will you know if it has been a success (list objectives for project that you can measure success against)?	
<b>3. Who has been involved in and consulted on the project proposal?</b>	
<b>4. Who will be responsible for the delivery of the project (include name, address and telephone number of Project Leader)</b>	
<b>5. Please provide details of the <u>full project costs</u></b>	
Item	Cost

6. Can you demonstrate that the above costs are good value for money (e.g. have you obtained quotes for works or services)?
7. Please state the amount of Community Leadership Funding being applied for
8. Other sources of funding, if any secured (please provide details of source and amount)?
9. How will the project be funded in future years (where applicable)?
10. When do you require the grant?
11. When will the grant be spent?
12. If your application is successful, to whom should the cheque be made payable?
13. Please sign the following declaration
<p>I confirm that the information I have given on this form is correct.</p> <p>Signed .....</p> <p>Print Name .....</p> <p>Date .....</p>

Completed application forms should be sent to  
 Alison Braithwaite, Strategy, Partnerships and Communications Manager, Wyre Forest  
 District Council, Civic Centre, Stourport-on-Severn, DY13 8UL

## PROJECT APPRAISAL FORM

**For internal purposes**

**Name of Project:**

**Ward:**

Strong

OK

Weak

CRITERIA				
1.	Is it clear which organisation / named person will deliver the project?			
2.	Is the total project cost and Community Leadership grant requirement stated?			
3.	Is there evidence to demonstrate that the project costs are good value for money?			
4.	If there are other funders are they and their commitment identified?			
5.	Is there a clear description of the project, including what it aims to do and achieve?			
6.	Are the benefits clearly described and seen as valuable?			
7.	Is there evidence that other Councillors and members of the community have been involved in the development of the project proposal			
8.	From the information provided, will the project deliver what it says it will do?			
9.	Does the project identify which agreed Ward priorities it will help to deliver on?			
10	Have issues of sustainability been considered, where applicable?			
11	Does the proposed project compliment Council policy?			

<b>Notes on Application</b> <i>(If Any)</i>	
<b>Feedback to Applicant</b> <i>(If Any)</i>	
<b>Accepted for Funding</b>	
<b>NOT Accepted for Funding</b>	

Signed:.....(Head of Service) Date: .....

Name:..... Position: .....

Amount of Funding Granted £.....

Amount of Funding Remaining for Councillor / Ward £.....



**Community Leadership Fund 2007/08**

**Conditions of Grant Form**

- Funding must be spent in accordance with the planned expenditure outlined in the application form submitted to, and approved by, Wyre Forest District Council.
  - Funding must not be used for any purpose other than the purpose outlined in the original application, without prior written approval from Wyre Forest District Council.
  - The funding must not be spent on services which are a statutory duty or discretionary activity of another public body.
  - All records of expenditure, including invoices and receipts relating to the project must be provided for inspection by Wyre Forest District Council.
  - The Council shall not accept liability for Health and Safety issues arising from the work / service/ activity provided through expenditure of the funding.
- .....

**CONDITIONS OF GRANT AGREEMENT**

**Name of Project Leader:** .....

**Project for which grant is awarded:** .....

**Total amount of grant awarded:** .....

**Statement:** *I confirm that we agree to accept the terms and conditions governing the allocation of our grant as set out above.*

Signed: ..... Date: .....

Name: ..... Position: .....

**Please send completed Conditions of Grant Agreement to:**

Alison Braithwaite  
Strategy, Partnerships and Communications Manager  
Wyre Forest District Council  
Civic Centre  
New Street  
Stourport-on-Severn  
Worcestershire  
DY13 6UL