



**COMMUNITY LEADERSHIP FUND FOR ELECTED MEMBERS**

**2008/2009**

**GRANTS APPLICATION PACK**

**The Community Leadership fund supports the role of Councillors in listening to and responding to local communities, building vision and direction, working effectively in partnerships, making things happen and empowering communities.**

Please read the grants criteria **before** completing all sections of this application form.

If you have any questions regarding the application form, please contact Linda Collis or Louisa Bright on 01562 732783.

Completed application forms should be sent to:-

Linda Collis  
Head of Community and Partnership Services  
Wyre Forest District Council  
Civic Centre  
New Street  
Stourport-on-Severn  
Worcestershire  
DY13 8UL

Or by email to: [linda.collis@wyreforestdc.gov.uk](mailto:linda.collis@wyreforestdc.gov.uk)

## Wyre Forest District Council

**COMMUNITY LEADERSHIP FUND FOR ELECTED MEMBERS****2008/09****1. Eligibility Criteria**

- 1.1 Subject to paragraph 1.6 below, applications for Community Leadership funding should be able to demonstrate that the proposed project or activity contributes to local Ward priorities, the Council Corporate Aims, local PACT priorities or the priorities of the Sustainable Community Strategy. Priorities may differ from Ward to Ward.
- 1.2 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.
- 1.3 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.
- 1.4 Applications that are demonstrably for the personal benefit of an individual or private enterprise are **not eligible**. Organisations in receipt of funding must demonstrate that they have an open membership policy, have no political affiliations and comply with the criteria set out in section 1.5.
- 1.5 Organisations must demonstrate that they are "**not for profit**" and have policies which do not discriminate on the grounds of gender, race, religion or belief, disability, age, or sexual orientation.  
Wyre Forest District Council opposes all forms of unlawful or unfair discrimination on these grounds in line with the Single Equality Scheme.
- 1.6 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.
- 1.7 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. All publicity must be consistent with the Council's Media Policy.
- 1.8 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.

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- 1.9 It should be noted that the Community Leadership Fund will not support services, that are the statutory duty or discretionary activity of another public body.
- 1.10 Each Ward area has been allocated a set amount of funding from the Community Leadership Fund, as detailed on page four. The allocation is based on an award of £1000 per councillor to be spent in 2008/09.
- 1.11 The maximum amount of funding a councillor can apply for will be their individual allocation of £1000. However it is acceptable for councillors within a Ward to submit a joint application to enable a larger project to be taken forward.
- 1.12 Each funding application will be assessed against the attached Project Appraisal Form and determined by the relevant Head of Service in consultation with the relevant Cabinet Member, and approval of, the District Councillors whose area the proposed project covers.
- 1.13 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.
- 1.14 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.
- 1.15 Projects which have received Community Leadership support will be reported to the Council's Cabinet on a six monthly basis.
- 1.16 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.
- 1.17 If funding is awarded a 'Conditions of Grant' Form for the expenditure of the money must be completed and signed by the person / group taking responsibility for the delivery of the project **before funds are released**.
- 1.18 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.
- 1.19 Any alterations to the eligibility criteria will be delegated to the Cabinet in consultation with the Corporate Management Team.
- 1.20 A document containing examples of good practice projects will be made available for Members to assist in the development of ideas.

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**COMMUNITY LEADERSHIP FUNDING ALLOCATIONS PER WARD****2008/09**

<b>Ward</b>	<b>No of Councillors</b>	<b>Grant Allocation</b>
1. Aggborough and Spennells	3	£3000
2. Areley Kings	3	£3000
3. Bewdley and Arley	3	£3000
4. Blakedown and Chaddesley	2	£2000
5. Broadwaters	3	£3000
6. Cookley	1	£1000
7. Franche	3	£3000
8. Greenhill	3	£3000
9. Habberley and Blakebrook	3	£3000
10. Lickhill	3	£3000
11. Mitton	3	£3000
12. Offmore and Comberton	3	£3000
13. Oldington and Foley Park	2	£2000
14. Rock	1	£1000
15. Sutton Park	3	£3000
16. Wolverley	1	£1000
17. Wribbenhall	2	£2000
<b>Total</b>		<b>£42 000</b>

Funding sources for Community Leadership Fund for 2008/09:

£42 000 – agreed by Council on 14<sup>th</sup> May 2008, for financial year 08/09



Reference Number

COUNCILLOR

WARD

AMOUNT APPLIED FOR £

**1. Project Title**

**2. Description of the Project – What will it do?**

**3. Who will it Benefit? Please tick**

Children & Young People  Older People  All people in Ward   
People with Disabilities  Ethnic Minority Groups

**4. Contributing to Priorities**

**i) WARD: Which local priorities within your Ward will it support?**

**ii) PACT: Which PACT priority does this support?**

**iii) COUNCIL CORPORATE AIMS: Please tick**

A better quality of life  A sustainable environment   
A vibrant local economy  A well run & responsive council

**iv) SUSTAINABLE COMMUNITY STRATEGY PRIORITIES: Please tick**

Communities that are safe and feel safe  Improving health and wellbeing   
A better environment for today and tomorrow  Economic success shared by all   
Meeting the needs of children and young people

**3. Who has been involved in and consulted on the project proposal?**

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<b>4. Who will be responsible for the delivery of the project (include name, address and telephone number)</b>	
<b>5. Please provide details of the <u>full project costs</u></b>	
Item	Cost
<b>6. Can you demonstrate that the above costs are good value for money? Please provide at least 2 quotes.</b>	
Enclosed <input type="checkbox"/>	
<b>7. Other sources of funding, if any secured (please provide details of source and amount)?</b>	
<b>8. How will the project be funded in future years (where applicable)? e.g. maintenance</b>	
<b>9. If your application is successful, to whom should the cheque be made payable? (name, address, telephone number)</b>	
<b>10. Please sign the following declaration</b>	
I confirm that the information I have given on this form is correct and that the project / organisation receiving the funding are able to meet the Conditions of Grant Aid.	
I confirm that I will provide evidence of the successful completion of the project before March 2009.	
Signed .....	
Print Name .....	
Date .....	

**Please send completed Application Forms to:** Linda Collis, Head of Community and Partnership Services, Wyre Forest District Council, Civic Centre, New Street, Stourport-on-Severn, Worcs DY13 6UL

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**PROJECT APPRAISAL FORM: Reference Number:****For internal purposes****Name of Project:****Ward:**

Evidence

Strong

OK

Limited

CRITERIA				
1.	Is there evidence of involving partners in the project?			
2.	Is there evidence to demonstrate that the project costs are good value for money?			
3.	If there are other funders are they and their commitment identified?			
4.	Has the project contributed to any Local Area Agreement targets?			
5.	The relevant Cabinet Member and Head of Service have been consulted.			
6.	Is there evidence that other Councillors and members of the community have been involved in the development of the project proposal			
7.	Does the project contribute to Sustainable Community Strategy priorities?			
8.	Does the project identify which local priorities it will help to deliver on?			
9.	Have issues of sustainability been considered, where applicable?			
10.	Does the project contribute to Council Corporate Aims?			

**Special conditions on funding (If applicable)**

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**Reason for refusing funding (If applicable)**

<b>Accepted for Funding</b>	
<b>NOT Accepted for Funding</b>	

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

Name: .....

Amount of Funding Granted

£.....



## Conditions of Funding – Community Leadership Fund 2008/09

Reference No:
Project:
Address:

**Please read these conditions carefully as they set out the basis on which the Council supports your project / activity / organisation with Community Leadership funding.**

**Please ensure the document is signed as required in Paragraph 9 and return it to the Community and Partnership Services Division. On the basis of your agreement to the conditions and procedures, funding will be confirmed, and a copy of this document, countersigned by a Council Officer, and returned to you.**

1. Funding must be spent in accordance with the planned expenditure outlined in the application form submitted to, and approved by, Wyre Forest District Council.

**2. Use of funding**

Any funding received under this agreement must be used solely for the purpose applied for and agreed. Council’s prior written agreement must be obtained for any intended variation in the use of funding. The awarding of this funding does not preclude the recipient from campaigning or acting as an advocate within the law.

**3. Insurance**

You must have appropriate insurance cover for the organisation, project or activity funded, including its assets and property for the period over which the funding is to be applied. You must provide evidence of such insurance cover if asked to do so by the Council.

**4. Financial Statements**

A statement of income and expenditure relating to the funding must be submitted to the Council, along with appropriate documentary evidence in support, on completion of the project. The statement should be signed and dated by 2 people with authority to sign on behalf of the organisation, certifying it as a full and complete record of all the financial transactions relating to the funding.

**5. Legislative Requirements**

You must ensure that you act within the law and specifically that you:

- (i) Do not discriminate, directly or indirectly, in relation to equalities legislation. A full list of relevant sections is available from Wyre Forest District Council.
- (ii) Comply with employment legislation and have regard to the codes of practice of any bodies appointed by government to oversee equalities legislation, relevant Government Directorates and other similar agencies specified by the Council in relation to equalities issues.



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- (iii) Comply with relevant Health and Safety legislation, including full risk assessment procedures and public liability insurance for works carried out at events or on private or public property.

**6. Rights of Access and Information**

You must allow duly authorised Council Officers to visit the funded project or organisation to inspect the project and inspect your financial and other records, at any reasonable time, and provide all additional information or documentation as reasonably requested by them.

**7. Protection of Children and Vulnerable Adults**

All organisations working with children and young people must have child protection procedures which are consistent with the child protection procedures of the Worcestershire Safeguarding Children Board, and ensure that these procedures are followed. (Advice on this matter is available in the first instance from Wyre Forest District Council).

Organisations must have procedures, where applicable, for vulnerable adults. (Advice on this matter is available from Wyre Forest District Council).

**8. Failure to comply with Grant Conditions**

If the Council is required to investigate the affairs of an organisation, funding may, at the discretion of the Council, be suspended and you may be required to repay any funding you have received.

YOU MUST ENSURE THAT THE GRANT IS SPENT AS AGREED AND ON TIME

**9. Acceptance of Conditions**

We accept the funding detailed below, on the terms and conditions set out in this document.

<b>On behalf of the Organisation</b>	<b>(1)</b>	<b>(2)</b>
Signature	_____	_____
Name (please print)	_____	_____
Position in Organisation	_____	_____
Date	_____	_____

**On behalf of Wyre Forest District Council**

Name (please print) \_\_\_\_\_  
 Position \_\_\_\_\_  
 Date \_\_\_\_\_  
 Contact Officer \_\_\_\_\_  
 Contact Number \_\_\_\_\_

**Funding**

\_\_\_\_\_

Financial Year 2008 /09  
 Funding Awarded £  
 Reference Number