

COMMUNITY LEADERSHIP FUND FOR ELECTED MEMBERS

2008/09

1. Eligibility Criteria (Amended)

- 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. **The fund may only contribute to projects or initiatives within the District of Wyre Forest.**
- 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. **It is advisable that up to 25% of the Community Leadership Fund Ward allocation may be contributed to a project that extends beyond more than one ward provided that there is proven evidence of direct benefits for inhabitants within the individual Ward.**
- 1.3 **In all cases, applications will be judged on a case by case basis and according to the individual merits of the application, thus enabling flexibility where required.**
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 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.

- 1.8 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.
- 1.9 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.
- 1.10 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.
- 1.11 Each Ward area has been allocated a set amount of funding from the Community Leadership Fund, as detailed on page four. The allocations based on an award of £1000 per councillor to be spent in 2008/09.
- 1.12 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.
- 1.13 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.
- 1.14 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.
- 1.15 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.
- 1.16 Projects which have received Community Leadership support will be reported to the Council's Cabinet on a six monthly basis.
- 1.17 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.

- 1.18 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**.
- 1.19 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.
- 1.20 Any alterations to the eligibility criteria will be delegated to the Cabinet in consultation with the Corporate Management Team.
- 1.21 A document containing examples of good practice projects will be made available for Members to assist in the development of ideas.