

CASTLEFIELDS & DITHERINGTON NEIGHBOURHOOD FORUM

(LOCAL JOINT COMMITTEE)

Notes on grants to local organisations

With Effect from 1st April 2008

BACKGROUND

1. Shropshire County Council is currently trialling a new way of working together with local councils and local people around the county. Local meetings (or Forums) will encourage people to get more involved in decisions about their local community. Each local Forum now has a budget to allow them to take action over local issues.

Castlefields and Ditherington Neighbourhood Forum was established in 2007 and has been awarded a budget of £20,000 for which applications are now invited.

It is important that there are clear and robust financial procedures in place concerning the spending of these budgets. These procedures are set out below.

2. The Forum is designed to give local people more of a say in the things that matter to their community so that they can:
 - Get involved with democracy at a local level – have a say about decisions that affect their community.
 - Have access to decision makers and get them to explain their decisions and report back on progress made.
 - Influence ways in which some money can be spent in the community.
 - Call for the scrutiny of council services in their area and instigate "calls for action"
3. The C & D Forum has held a number of well attended public meetings and has an active steering group. The objective has been to bring together residents, councillors and stakeholders (the police team, Severnside, youth service, Castlefields Action Team, Shropshire Partnership, SABC Community workers, etc. etc.) to seek action on local issues. A Draft Action Plan will soon be presented for wide discussion. **Therefore, applications which seek to pursue the objectives of the Action Plan will be particularly welcomed.**

APPLICATION PROCESS FOR GRANT MONIES

1. Each request for funding by a voluntary organisation or body must be supported by a completed application form, a copy of which is included at Appendix A. This will ensure that the Forum receives full details about what the project will entail and how the funding will be used to make a difference in the local area, this can then be used as the basis of decision on funding allocations.
2. The application will have to demonstrate compliance with the following criteria:

- Expenditure must be consistent with achieving the aims, objectives and vision set out in the Community Strategy or Council Corporate Plans.
- Expenditure must be within the geographical area of the Forum.
- Expenditure must benefit the wider community which means not just one exclusive organisation or group. For example, it would not be appropriate to make a contribution to a religious group but a contribution to say, improvements to a church hall which is open for bookings from the wider community would be acceptable.
- The budget must not be spent on mainstream council activities, but can be used to enhance mainstream activities.
- The budget must not be a displacement of existing council funding. For example, a service cannot be reinstated from the local budget if the council has cut funding for it.
- The Lead Officer will be the budget holder. Any bid must be supported by a report from the Lead Officer regarding the proposed area of spending.
- Contributions can be made to larger schemes managed by the County Council or Borough Council with a number of funding sources. The Lead Officer must be in receipt of any third party funding before incurring expenditure on the whole project.
- Any organisation making a bid for funding must have a bank account in the name of the organisation to which payment is being made.
- All expenditure must be supported by invoices.
- Any organisation in receipt of monies must be prepared to be properly audited by Shropshire County Council.
- The budget must not be used to grant aid private sector or profit making organisations.
- The budget must not be used to fund costs amounting to administration of the local committees e.g. room hire and members expenses.
- Expenditure must be in accordance with HM Revenue & Customs rules for Value Added Tax (VAT) and payments to individuals.
- Existing Shropshire County Council financial and contract rules must be adhered to.
- There will be no budget virements to or from the Neighbourhood Forum.

Castlefields and Ditherington Neighbourhood Forum

Local Grant Application Form

1. PROJECT TITLE :	
2. LOCATION :	
3. LOCAL JOINT COMMITTEE :	Castlefields & Ditherington Neighbourhood Forum
4. PROJECT START DATE:	COMPLETION DATE:
5. APPLICANT DETAILS:	
Name of Organisation or Group	
Name of Key Contact	
Address	
Postcode	
Tel.	
Fax.	
Email	
6. TYPE OF ORGANISATION:	
7. REGISTERED CHARITY / COMPANY NO.:	
8. VAT NO.:	
9. BANK ACCOUNT DETAILS	
Bank Name	
Bank Address	
Bank Account Name	
Bank Account No.	
Bank Sort Code	
10. PROJECT DESCRIPTION	
Please include the overall purpose and aims of the project and the main activities.	
11. NEED AND DEMAND:	
11a. Need:	
<i>What is the evidence that justifies the project activities? To what extent is the project needed?</i>	

11b. Demand:

What is the scale of demand for the project activities? Does demand vary across the area of benefit, or by sub groups of clients?

11c. Added Value:

In what ways will the project be additional to what is already being done to meet needs, and overcome barriers?

12. APPLICANT CERTIFICATION

I am applying on behalf of to the Forum for financial assistance. I confirm that the information supplied above is correct to the best of my knowledge and enclose the Minutes from the meeting that approved the bid / letter of support from the Chairman of the group / organisation.

SIGNATURE:

POSITION: **DATE:**

Please return this form to Councillor Alan Mosley at

Shropshire County Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

Email: alan.mosley@shropshire.gov.uk