

**Committee and Date:**Albrighton Area Local
Joint Committee

Date: 12 July 2010

Time: 7:00pm

Item**8**

Public

FUNDING APPLICATIONS - 12 JULY 2010**Responsible Officer** Mike Morris
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1. Summary

This report provides the Local Joint Committee with details of the budget for the new financial year 2010/11.

2. Recommendation

The Committee are asked to consider the applications received along with the recommendations which have been summarised in Appendix 1 attached to this report in line with the criteria and in accordance with the Financial Procedure Notes governing Local Joint Committees and local criteria attached as Appendix 2.

3. Report - Budget Availability

The Committee has been allocated a new budget of £21,000 for this financial year which is the same as last year. The Committee also has an underspend of £2,779 from last year's budget which can be added to this making the total budget available for 2010/11 £23,779.

This budget is split into two pots, £21,779 in one pot for larger grants schemes and another smaller pot as a Community Chest of £2,000 for grants up to £250.

As members know grants totalling £1,722 were awarded at the meeting held in May which are detailed in the Appendix 1. The balance remaining in the larger grants budget taking account of the grants made to date is £20,057 and £2,000 remaining in the Community Chest both of which are available for future projects. It is, of course, open to the committee to choose whether to support - accept with conditions - defer applications – or request additional information or totally reject them.

This report now makes recommendations for the second bidding round with 4 new project bids to consider.

It is pleasing to note the level of interest in this budget which is very encouraging and shows a high level of local demand from a wide range of worthy local community groups.

Grants approved during 2010/11

£

Albrighton Fayre	400.00
Legion Youth Fishing	822.00
Jazz Specials	500.00

Community Chest (no grants awarded to date)

£

4. Deadline for applications for the next round

The next deadline for receipt of applications is 27th August 2010 in readiness for the meeting on 28th September 2010.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Human Rights Act Appraisal

The recommendations in this report are compatible with Human Rights legislation.

Environmental Appraisal

Not applicable

Risk Management Appraisal

All funding applications will need to be evaluated against agreed criteria and in accordance with agreed financial procedures.

Community / Consultations Appraisal

Decisions on allocation of funding will be taken by the committee as local representatives of the community.

Cabinet Member

Councillor Gwilym Butler

Local Members

All members of the Local Joint Committee.

Appendices

Appendix 1	Guidelines and local criteria
Appendix 2	Summary of Grant applications

Appendix 1

LOCAL JOINT COMMITTEES

FINANCIAL PROCEDURE NOTES

With Effect from 4th June 2009

BACKGROUND

1. Shropshire's Local Joint Committees are a new way of working together with local councils and local people around the county. Local Joint Committees will encourage people to get more involved in decisions about their local community. Each Local Joint Committee has a small budget to allow them to take action over local issues.
2. Local Joint Committees are designed to give local people more of a say in the things that matter to their community. Specifically they will allow local people to:
 - Get involved with democracy at a local level – have a say about decisions that affect your 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.
3. There are 28 Local Joint Committees across the county and whilst each might run slightly differently to reflect the local area, they all give local people the same opportunities:
 - To get items which are important to them on to the agenda.
 - To discuss issues, and to get information from the councils and other organisations such as the Police or Primary Care Trust.
 - To see local decisions made in an open and transparent way.
 - To influence spending decisions locally and at the county wide level.
4. Local Councillors from Shropshire Council and the parish and town councils from the local area will have voting rights when it comes to making decisions. Local people will be able to discuss local issues, raise concerns, ask questions about local services and call service providers to account. Other organisations, like the Police, Fire and Rescue Service or the Primary Care Trust could be invited to the meetings to provide information.
5. Each Local Joint Committee has a delegated budget. The amount allocated to each Committee is calculated based on the population served by the Committee. The budgets have then been adjusted by a sparsity factor to recognise that delivering services in large geographical areas with fewer people is frequently more costly than in highly populated, tightly focussed areas.
6. The Committees can use their budgets for a variety of purposes. They can seek to enhance service provision within their area. They can fund the implementation of neighbourhood and parish plans and they can offer grants to small scale local projects through a Community Chest scheme.
7. Despite the budgets being reasonably small it is important that there are clear and robust financial procedures in place concerning the spending of these budgets. These procedures are set out in this document.

APPLICATION PROCESS FOR GRANT MONIES

Where the budget is to be made available to third party applicants the following process will apply.

1. Each request for funding by a voluntary organisation or body must be supported by a completed application form. The application form is available from the website or your Community Regeneration Officer. Contact details are provided at the end of this guidance note.
2. The application form must be completed to ensure that the Local Joint Committee 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 the committee's decision on funding allocations.
3. Your local Community Regeneration Officer will be able to offer support and guidance in the completion of the form prior to it be submitted to the Committee for consideration.
4. Applications must demonstrate compliance with the following criteria:
 - Expenditure must be consistent with achieving the aims, objectives and vision set out in Shropshire's Sustainable Community Strategy, the Council's Corporate Plans and local Neighbourhood or Parish Plans.
 - Expenditure must be for activity within the geographical area of the Local Joint Committee.
 - Expenditure must benefit the wider community and should not be used to fund a group which restricts membership based on views, beliefs etc. 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 in the previous 3 years.
 - The budget should not be used to meet on-going staffing costs of an organisation.
5. Contributions can be made to larger schemes with a number of funding sources. The applicant must confirm the status of any third party funding before incurring approved Local Joint Committee expenditure on the whole project.
6. Any organisation making a bid for funding must have a bank account in the name of the organisation to which payment will be made.
7. All claims for expenditure must be supported by invoices.
8. Any organisation in receipt of approved monies from the Local Joint Committees must be prepared to be audited by Shropshire Council.

FINANCIAL MANAGEMENT OF THE LOCAL JOINT COMMITTEE BUDGET

1. The budget holder is the Lead Officer for the Local Joint Committee. Reports will be presented to the Local Joint Committee, by the Lead Officer regarding the proposed area of spending.
2. The Lead Officer will lead the primary appraisal of applications, seeking appropriate legal and financial advice. Advice will also be taken from the service directorate on the implications of any proposals as appropriate.
3. Overspends must be met by the body/service directorate responsible for the service delivery.
4. Underspends will be carried forward for use by the Local Joint Committee **only** with agreement from the Council's Director of Resources.
5. The Local Joint Committee cannot commit more than the current year's budget allocation.
6. The budget must not be used to grant aid private sector or profit making organisations.
7. The budget must not be used to fund costs amounting to administration of the Local Joint Committees e.g. room hire and members expenses.
8. Expenditure must be in accordance with HM Revenue & Customs rules for Value Added Tax (VAT) and payments to individuals.
9. Existing Shropshire Council financial and contract rules must be adhered to.
10. There will be no budget virements to or from Local Joint Committee budgets.

PAYMENTS TO ORGANISATIONS

1. Once a grant has been approved by the Local Joint Committee the applicant will be informed in writing by the Lead Officer.
2. The Lead Officer will authorise payment directly into the organisations bank account following approval of any grant. The applicant will be required to provide proof of expenditure upon request and may be subject to audit by the Council.
3. Grant recipients will be asked to provide an update report to the Local Joint Committee, within 12 months of receipt of the funding.
4. Any organisation in receipt of approved monies from the Local Joint Committees must acknowledge this support in any publicity.

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Guidance on grant applications from voluntary / community groups

This Local Joint Committee invites applications for funding from its delegated budget in accordance with the following guidance, which is additional to the general Financial Procedure Notes for LJC's.

The delegated budget will be split into two funds, a community chest budget and a main funding budget.

The **Community Chest** budget will be £2000 and be spent at the discretion of the LJC on any small community project they feel appropriate. The maximum grant for this section will be up to £250. No organisation can apply more than once in any one year.

The remaining £19,000 will make up the main funding budget and be subject to the following criteria:

1. Proposals should normally have a benefit for the community or a section of the community **across** this LJC's area, ie the neighbourhood formed by the parishes of Tong, Donington with Boscobel, Albrighton and Boningale. Account will also be taken of the expected number of attendees/beneficiaries.
2. The applying body must be a constituted non-profit organisation and it must normally be based wholly within the LJC's area.
3. The proposal may be for "co-funding". The LJC is prepared in appropriate cases to jointly fund a project with another body such as one or more of the local parish councils, Shropshire Council etc. (provided such funding is new expenditure and not replacing an existing budget). If the LJC considers it appropriate then it may offer co-funding provided there is also support from another of these bodies.
4. The LJC will not fund projects that are in conflict with the Shropshire Council's policy or community strategy.
5. All applications must be submitted on the prescribed form, and be signed by the Chairman or the organisation's equivalent head officer. If more than one organisation jointly apply, the form must be signed by the Chairman or equivalent of all organisations jointly applying.
6. Deadlines for submission of grants will be one month before the meeting although exceptional circumstances such as Bank Holidays and "emergency/time limited" applications may mean deviation from this rule.
7. Retrospective funding will not normally be considered.
8. The Local Joint Committee will require details of how much effort is being put into the project. The organisation must demonstrate self funding/match funding which may involve volunteer time.
9. For the larger grants 2 years annual reports/accounts must be provided except for an organisation which has not been established for that period of time where a business plan or the aims of the organisation will be required.