



Committee and Date:  
Broseley & Barrow  
Local Joint Committee  
Date: 4 May 2010  
Time: 7:00pm

Item/Paper  
  
**9**  
  
Public

## ADDITIONAL CRITERIA FOR GRANT ALLOCATIONS

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### 1. Summary

Following a request from members this report provides the Local Joint Committee with proposals for the introduction of additional criteria to be used when considering applications for grants.

### 2. Recommendation

The Committee are requested to consider and approve the additional criteria attached at Appendix 1.

### 3. Report - Additional Criteria

Following recent discussions with members on how grants are allocated from the community chest budget, it has now become apparent that some additional requirements are necessary to help the committee make a full and proper assessment of the information obtained. A sample criteria has been drafted for Committee's consideration based on an example from the Albrighton LJC and is attached as Appendix 1 to this report.

Attached as Appendix 2 to the report is the criteria used by Broseley Town Council which may be useful for members to consider. Alongside Appendix 3 which is the Financial Procedure Notes for all Local Joint Committees.

Members are welcome to amend these examples to suit the needs of the Broseley & Barrow Local Joint Committee or to come up with other criteria which may be felt address their needs more effectively. However based on the level of interest in the community chest budget, which is very encouraging and shows a high level of demand from many worthy local community groups, it is important that any criteria adopted is appropriate and beneficial to the process.

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

Individual applications

**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**

Gwilym Butler

**Local Members**

Jean Jones, Milner Whiteman

**Appendices**

Appendix 1 Draft Additional Criteria

Appendix 2 Broseley Town Council Criteria

Appendix 3 Financial Procedures Notes for Local Joint Committee

**BROSELEY AREA LOCAL JOINT COMMITTEE 22**  
**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 LJCs.

The delegated budget will be split into two funds half allocated to local priority funding decided by the committee and the other half to be dedicated to a community chest budget.

The **Community Chest** budget will be £10,000 for the year and be spent at the discretion of the LJC on community projects which meet the Committee's criteria. The maximum grant for this section will be up to normally be up to a maximum of £1,500. No organisation can apply more than once in any one year.

1. Proposals should normally have a benefit for the community or a section of the community **across** this LJC's area, i.e. the neighbourhood formed by the parishes of Broseley and Barrow. 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.

**Broseley Town Council - CRITERIA FOR GRANTS**

1. Applications will be considered which, in the Town Council's opinion, are in the interests of and benefit to the town.
2. Grants are not awarded for travel or overheads/general running costs. If you require further information, please contact the Town Clerk.
3. Grants awarded towards the cost of equipment (whether in part or full) will be made once only.
4. In the event of the organisation's dissolution, grant aided equipment is to be returned to Broseley Town Council, to enable the equipment to be used by a comparable organisation.
5. Small and/or newly formed organisations will be considered but they must be properly constituted. Established organisations should also provide an up to date balance sheet.
6. A list of projected costs must be included with all grant applications. The Town Council reserves the right to recall the grant where proof of grant expenditure is not provided within six months.
7. Organisations which are not purchasing equipment but are providing a service to the community must provide annual accounts as proof.
8. Grant applications from Local Authority schools will only be considered if the Local Authority would not normally fund the proposed project.
9. Grants will be awarded at the discretion of the Council and will be dependent on the financial position of the organisation requesting the award.

**Broseley Town Council - CRITERIA FOR ANNUAL GRANTS**

1. Applications for annual grants will be considered from those organisations which, in the Town Council's opinion, provide great benefits for the whole community of the town.
2. Small and/or newly formed organisations will be considered but they must be properly constituted. Established organisations should provide an up to date balance sheet.
3. Organisations which are not purchasing equipment, but are providing a service to the community, must provide annual accounts as proof.
4. Grants awarded on an annual basis will be reviewed each year prior to renewal and organisations will be required to re-apply each year.
5. Organisations receiving an annual grant will be expected to submit a report of their activities and finances each year.
6. Grants will be awarded at the discretion of the Council and will be dependent on the financial position of the organisation requesting the award.

As at 28<sup>th</sup> June 2008

**APPENDIX 3**

# **LOCAL JOINT COMMITTEES**

# **FINANCIAL PROCEDURE NOTES**

With effect from 4<sup>th</sup> 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.