



<u>Committee and Date</u>	<u>Item</u>	<u>Paper</u>
Shifnal and Sheriffhales Local Joint Committee	<b>7</b>	<b>A</b>
Tuesday 14 <sup>th</sup> July 2009		
7.00 pm		

**Responsible Officer** Neil Evans, Commissioning and Partnerships Manager

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## GRANT APPLICATION CRITERIA & PROCEDURES

### Summary

This document sets out the criteria for assessing and awarding grant funding from the LJC budget which will be allocated in accordance with the Financial Procedure Notes and in a fair and equitable manner.

These criteria will be reviewed on an annual basis, or more frequently at the discretion of the LJC.

### Background

Local Joint Committees have each been allocated an annual budget for grant funding to be made available to local organisations or bodies. The financial procedures governing this process are set out in the 'Local Joint Committees Financial Procedure Notes' attached at Appendix 1 to this paper. This Local Joint Committee (LJC) has been allocated a £24,000 budget for the year 2009/10.

### Grant Criteria

In addition to the compliance criteria set out in the 'Application Process for Grant Monies' section of the Financial Procedure Notes this paper sets out the additional criteria to be met by applications made to the Shifnal & Sheriffhales LJC. The additional criteria are:

- Any grant application should support the objectives of the Shifnal Town Plan and the Sheriffhales Parish Plan.
- Approval of grant applications by the LJC should ensure fair distribution of funding across the LJC area.
- In the event of grant applications exceeding the amount of funding available to the LJC, priority will be given to those projects of greatest benefit to most people.
- As a guideline grant applications should not exceed £1,000. However the LJC may at its discretion decide to award grant funding of higher values where need and demand justify this and good added value for the local community can be demonstrated.
- A 'Community Chest' will be set aside out of the main budget for smaller grant applications. The total budget available from the Community Chest will be £2,500 and individual applications should not exceed £100. The criteria for approving applications to the Community Chest will recognise the likelihood that they will be very locally specific and therefore the demonstration of greatest benefit to most

people will be relaxed. The LJC will still seek to ensure fair distribution of Community Chest funding across the whole LJC area.

### **The Procedure**

- Grant applications should normally be submitted to the Community Regeneration Officer by no later than 1 month in advance of the LJC meeting except where the Christmas holiday break extends these timescales. Applicants will be notified individually of the deadline for applications when discussing these with the Community Regeneration Officer.
- Grant applications will then be reviewed and those that satisfy the grant criteria will be presented to the Planning Meeting for assessment and review.
- Decisions to award grant funding will be made at each quarterly LJC meeting.

<b>List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)</b> None identified.
<b>Human Rights Act Appraisal</b> No conflicts with the Human Rights Act have been identified.
<b>Environmental Appraisal</b> Not applicable
<b>Risk Management Appraisal</b> All funding applications are assessed against agreed criteria which will minimise any risks associated with these projects.
<b>Community / Consultations Appraisal</b> Decisions on allocation of funding are subject to approval by the Shifnal & Sheriffhales Local Joint Committee as representatives of the local community.
<b>Cabinet Member</b> Gwilym Butler
<b>Local Member</b> <u>Shropshire Council</u> Gordon Tonkinson – Shifnal North Stuart West – Shifnal South & Cosford  <u>Parish Councils</u> Mrs Rebecca Johnson – Sheriffhales Mrs Janet Jones – Sheriffhales Mrs E Briscoe – Shifnal Mr Les Jones – Shifnal
<b>Appendices</b> 1. Local Joint Committees Financial Procedure Notes

**LOCAL JOINT COMMITTEES  
FINANCIAL PROCEDURE NOTES**

# **LOCAL JOINT COMMITTEES**

# **FINANCIAL PROCEDURE NOTES**

**With Effect from 4<sup>th</sup> June 2009**

# LOCAL JOINT COMMITTEES

## FINANCIAL PROCEDURE NOTES

### 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.

## LOCAL JOINT COMMITTEES

### FINANCIAL PROCEDURE NOTES

#### 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.

**LOCAL JOINT COMMITTEES**  
**FINANCIAL PROCEDURE NOTES**

**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.