



Committee and date
Shifnal and Sheriffhales
Local Joint Committee

23 March 2010

19.00

Item No

8

Public

Grant Application Criteria & Procedures

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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.

Recommendations

- A. That the Committee confirms the Grant Application Criteria as set out in this document

Report

1. 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 as Appendix 1 to this report. This Local Joint Committee (LJC) has been allocated a £24,000 budget for the year 2009/10.
2. 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. The Committee is recommended to retain the maximum award with discretion to award higher values.
 - 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 Committee is recommended to retain the total Community Chest budget at £2,500 for 2010/11 and to increase the maximum value of individual applications to £250. 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.
 - Priority will be given to applications from organisations who have not submitted any other grant applications during the current financial year. Approval will not normally be given to more than one application for funding from any one organisation during a financial year.
 - Grant applications, other than those submitted for Community Chest funding, should be accompanied where requested by copy bank statements or financial accounts.
 - Priority will be given to Grant applications, other than those submitted for Community Chest funding, where part-funding of the total project cost by the organisation submitting the application or from other another source can be demonstrated.
3. 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.
 4. Grant applications will then be reviewed and those that satisfy the grant criteria will be presented to the Planning Meeting for assessment and review.
 5. Decisions to award grant funding will be made at each quarterly LJC meeting.

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

None

Human Rights Act Appraisal

The recommendations contained in this report are compatible with the provisions of the Human Rights act 1998

Environmental Appraisal

N/A

Risk Management Appraisal

All funding applications are assessed against agreed criteria which will minimise any risks associated with these projects

Community / Consultations Appraisal

Decisions on allocation of funding are subject to approval by the Shifnal & Sheriffhales Local Joint Committee as representatives of the local community

Cabinet Member

Gwilym Butler

Local Member

Shropshire Council

Gordon Tonkinson – Shifnal North

Stuart West – Shifnal South & Cosford

Parish Councils

Mrs Rebecca Johnson – Sheriffhales

Mrs Janet Jones – Sheriffhales

Mrs E Briscoe – Shifnal

Mr Les Jones – Shifnal

Appendices

1. Local Joint Committees Financial Procedure Notes