

## **Councillor Community Grant Scheme – Policy Document**

Every Borough Council of King's Lynn and West Norfolk District Councillor will be given a grant budget of £1,000 to award for projects or services that will offer community benefits in their own ward area.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion, or belief.

### **Basic rules of the scheme**

- Projects must benefit the community in the councillor's ward area.
- The minimum grant is £100 and the maximum £1,000 for each councillor.
- A councillor can fund up to 100 per cent of the total cost of a project.
- The project must be completed within 12 months of the grant award decision.
- All the budget should be allocated by the end of the financial year. Any unallocated budgets at the will return to the council's general reserves.
- Councillors should make their decisions whether to award a grant within eight weeks of receiving an application

### **Eligibility**

Local unconstituted groups or organisations whose primary purpose is to benefit the residents of their community.

### **Who is not eligible?**

- Other local authorities/public sector bodies
- Individuals not part of a community group
- Profit-based businesses
- Political and lobbying groups
- Nationwide organisations

### **What we will fund**

Applications should focus on projects that deliver a clear and demonstrative benefit to the people of west Norfolk, specifically in the ward area of the district councillor considering the request. The Borough council accepts no liability or responsibility for any of the projects funded by this grant scheme, now or in the future and should not involve officer time or any ongoing costs such as maintenance.

Appropriate projects could include, but are not limited to:

- Replacement equipment or improvements to community centres/halls
- A community newsletter
- Improvements to community facilities (for example accessibility improvements)
- The purchase of equipment for community use
- One of hire costs
- One-off repairs
- Major repairs such as repairing a section of roof or major boiler repairs (but not routine servicing) to community buildings.

### **What we will not fund**

- Retrospective funding for work/projects already commenced
- Statutory activities that are either the council or another public sector organisation responsibility
- Recurring revenue costs (salaries, rent, maintenance)
- Projects that benefit private businesses
- Political activities, lobbying or campaigning
- Projects that, in the assessment of the borough council show actual unlawful discrimination within the terms of the Equality Act 2010

Applications will not be considered during the period of purdah up to borough and county elections.

### **Application and Award Process**

Organisations can apply using the council's online form available from our website. Applicants should read the guidance notes on our website before completing an application. Once submitted, it will be passed to the appropriate borough councillor the district councillor will then carry out an evaluation of the application to confirm eligibility, their decision, any additional grant conditions and noting any declarable interests. The councillor may contact the applicant to complete their evaluation. Once the councillor submits their completed evaluation an officer will either:

- Send a grant award offer to the applicant that will include our standard (and any additional) conditions
- Inform the applicant that they were unsuccessful
- The applicant must sign and return the grant award offer, confirming they will meet all our conditions and the bank details for their organisation.
- On receipt of the signed grant offer the council will release the grant payment.
- The council will only make payments by BACs to accounts in the name of the applying organisation/individual representing the community group

### **Standard Conditions**

The following Standard Conditions will be attached to each grant offer:

- The organisation will only spend the grant on the project listed in their application and must do so within 12 months of the award date or they will return the funding
- The organisation will return a proportionate amount of the grant if the project costs less than expected or they receive additional funding towards the project
- The funding is non-transferrable and must be spend on the project/costs listed in the application
- The group/organisation will comply with all relevant regulations, objectives, and delivery of its core activities
- The organisation agrees to have regard to the need to safeguard and promote the welfare of children, young people, and vulnerable adults
- The organisation will consult with the ward member before making significant changes to the project/work covered by the grant
- The organisation will acknowledge the council's support in any press, publicity, or promotion of the project (consulting our communications team beforehand)

## APPENDIX A

- The organisation acknowledges the council accepts no responsibility or liability for this project or the facilities it provides now or in the future

### **Monitoring of the Grants**

Ward councillors will have an annual budget of £1,000 and will be expected to monitor each grant awarded to ensure spending is appropriate and will be required to produce sufficient evidence to show that the grant has been spend appropriately, including providing receipts, invoices or evidence of the grant spend. If the awarded project has not started by the grant expiry date (12 months from the award date), the organisation must repay the grant in full to the council.