

2019/20

## Member Ward Budget Grant Scheme Application & Approval Form

**\*Please read the attached Terms and Conditions before completing this form\***

<b>PART A: To be completed by the applicant. If completing by hand, PLEASE PRINT</b>	
<b>Applicant Name:</b>	
<b>Position:</b>	
<b>Organisation Name:</b>	
<b>Organisation Type:</b> (please see attached Ts & Cs for eligible organisation types)	
<b>Company/Charity number</b>	
<b>Address:</b>	Post Code:
<b>Telephone:</b>	
<b>Email:</b>	
<b>Project Name:</b>	
<b>Short description of what the grant will be spent on:</b>	Max 30 words
<b>Project Dates:</b>	Start: _____ End: _____

<b>Payment Details</b>	
<b>Name of Bank</b>	<b>Account Name:</b>
<b>Sort Code</b>	<b>Account Number:</b>

<i>Office Use Only</i>	
Ward Member: _____	Ref No WB1920 _____
<i>Officers Name:</i> A Sansom	<i>Department:</i> Communities
<i>Strategic objective:</i> Listening to local people	<i>Code:</i> ED40 4160
Amount of Grant Awarded: £ _____	
<i>Signed...</i>	<i>Date:</i> _____
<i>Print Name: .....Jyotsna Leney..... (Authorised Officer)</i>	

## Project Details

### 1. Project Description:

*Please describe your project (max 200 words)*

### 2. Evidence of community need / support

*Please provide the justification for your project (max 200 words)*

### 3. Location:

*Where is the project to take place?*

### 4. Legacy and beneficiaries

*Please explain who are the beneficiaries and what the lasting legacy of your project will be (max 200 words)*

### 5. Funding request:

*How much are you asking for (minimum £100)?*

£ \_\_\_\_\_

### 6. How will you spend the grant?

*Please provide an accurate breakdown of the proposed spend*

<b>Item</b>	<b>Cost</b>
	£
<i>Total</i>	£

**7. Please submit evidence for each of the above costs (e.g. a quote or copy of brochure or a web link showing prices). For staff costs, please attach a breakdown of hourly/daily cost and number of staff.**

**\* Applications must include supporting evidence to be eligible for funding \***

*If you need help with providing evidence, please contact the Communities team for advice (details at the end of the form).*

## **8. Other funding**

*Has your organisation received funding from Folkestone & Hythe District Council for this or any other project in the last three years (including Member Ward Grants)? Please give amounts and what the funding was for.*

*Please give details of any other funding you have or are applying for in relation to this project.*

## **DECLARATION**

**Data protection** The information provided to the Council for the purposes of applying for funding under the Member Ward Budget Grant Scheme will be held securely by the Council at all times. The Council may share the information with:

- external agencies and the wider public to ensure that the project is delivered successfully
- other grant making bodies to identify and prevent fraud
- other organisations, if required to do so by law.

You and the Council agree to comply with applicable data protection legislation.

The council's privacy notice can be viewed online at <https://www.folkestone-hythe.gov.uk/privacy>

By submitting this form, you agree to the following:

- you and the organisation you represent will comply with the requirements in this application and the attached Folkestone & Hythe District Council Member Ward Budget Grant Scheme Terms and Conditions. This includes maintaining records on how the grant was spent (i.e. invoices and receipts) which must be made available to the Council upon request. You confirm that the funding will be spent as detailed in this application or returned to Folkestone & Hythe District Council. You also confirm that you are entitled to apply on behalf of the organisation specified above. Folkestone & Hythe District Council reserves the right to request the return of the grant if these terms and conditions are breached,
- the email address provided on page 1 will be added to the community contact email list and used to share information with community groups. You can unsubscribe at any time by emailing [communitydevelopment@folkestone-hythe.gov.uk](mailto:communitydevelopment@folkestone-hythe.gov.uk)
- you have entered the details of your group or activity on Spotlight, the council's online community directory (subject to meeting the criteria), at [www.spotlight-folkestone-hythe.org.uk](http://www.spotlight-folkestone-hythe.org.uk) (click Get Listed). Please note, this requirement only applies if you meet the Spotlight eligibility criteria as stated in the Spotlight Terms and Conditions on the site
- if your application is successful, you will send a completed Project Update form to the Ward Member awarding the grant as soon as your project is completed or within six months of receiving the grant

**Please indicate** whether you have anything to declare under Clause 34 of the Ts & Cs and, if yes, show evidence thereof by attaching separate documentation **YES or NO**

You undertake to the Council that you have obtained all the necessary planning, licensing, permissions, insurance and other consents as may be required for your project and that these are in place or will be in place prior to the commencement of the project.

**By submitting this application, I confirm that I have read and agree to the above declaration and that I will comply in every respect with the 2019/20 Member Ward Budget Grant Scheme [Terms and Conditions](#) (please indicate:)**

**YES or NO**

Type Name:

Date:

**Please send the completed form to the Ward Councillor you wish to apply to. Contact details can be found on our website here: [www.folkestone-hythe.gov.uk/your-council/your-councillors](http://www.folkestone-hythe.gov.uk/your-council/your-councillors)**

<b>PART B: Member Approval</b> <i>To be completed by the Ward Member</i>	
Member:	
Ward:	
<p>Members of the Council should declare any interests that fall under the following categories. Please see below for definitions<sup>1</sup>:</p> <p style="text-align: center;">Please tick if applicable</p> <p>a) disclosable pecuniary interests (DPI); <input type="checkbox"/></p> <p>b) other significant interests (OSI); <input type="checkbox"/></p> <p>c) voluntary announcements of other interests <input type="checkbox"/></p>	
<p>Members who have declared either a DPI or an OSI should check with the Council's Monitoring Officer before approving the grant. Members should also ensure that the award of this grant complies with the 'Councillor's Code of Conduct'. Please refer to the Council's Monitoring Officer for guidance.</p>	
Applicant Name:	
Alignment with corporate objectives	Appearance Matters <input type="checkbox"/> Health Matters <input type="checkbox"/>
Member decision on proposal:	<i>Amount approved (between £100 and £3000):</i> £
Signed:	
Date:	
<p>Please email the completed form to <a href="mailto:communitydevelopment@folkestone-hythe.gov.uk">communitydevelopment@folkestone-hythe.gov.uk</a> or post/deliver to Alex Sansom, Communities, 1<sup>st</sup> Floor, Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY</p>	

<sup>1</sup> Explanations as to different levels of interest

(a) A member with a disclosable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with another significant interest (OSI) under the local code of conduct relating to this grant must declare the nature as well as the existence of any such interest. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

## Member Ward Budget Grant - Project Update Form

Please send this completed form to the Councillor as soon as your project is completed or within six months of receiving your grant whichever is earlier

GRANT REFERENCE NUMBER (Decision Number):	
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COUNCILLOR	
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APPLICANT NAME:	
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ORGANISATION:	
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PROJECT NAME:	
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AMOUNT OF GRANT AWARDED:	
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PROJECT COMPLETION DATE (actual or expected):	
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Please confirm whether the whole of the grant was spent as described on the application form?	
<b>YES or NO</b>	(If no, please provide details)

How well and in what ways did your project or activity benefit the local community? (max 200 words)

How did you publicise the Member Ward Budget Grant support for your project? (Please attach copies of any publicity and photographs) (max 200 words)

How important was the Member Ward Budget Grant to your project? (max 200 words)

Please email the completed form to your Ward Councillor. You can find Councillor email addresses on the website at <a href="http://www.folkestone-hythe.gov.uk/your-council/your-councillors">www.folkestone-hythe.gov.uk/your-council/your-councillors</a> Please cc <a href="mailto:communitydevelopment@folkestone-hythe.gov.uk">communitydevelopment@folkestone-hythe.gov.uk</a>
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# 2019/20 Member Ward Budget Grant Scheme Terms and Conditions

## Overview

1. The Folkestone & Hythe District Council Member Ward Budget Grant Scheme provides each Ward Member with a delegated budget of up to £3,000 per year to spend on community projects that help deliver the Council's strategic objectives.
2. Ward Budgets are intended to support projects or activities that benefit the community.
3. The closing date is Friday 28<sup>th</sup> February 2020 to enable sufficient time for the payments to be made by financial year end.

## Eligible Projects

4. Funding may be provided for projects or one-off items, which:
  - Support community projects (including art, youth and sports projects);
  - Improve health and wellbeing;
  - Address community safety issues;
  - Improve community services or facilities in a local area;
  - Promote better community relations and cohesion;
  - Maintain local open spaces and leisure facilities;
  - Improve the local environment or appearance of an area;
  - Provide support to a particular group in line with the council's public sector equality duties
  - Projects must be delivered within 12 months of the date of receipt of funding
5. Funding will not be provided to:
  - Reinstate a cut in service or activity arising from an earlier policy decision of Folkestone & Hythe District Council or other public body;
  - **Finance ongoing yearly spending commitments;**
  - Benefit individuals or privately owned businesses;
  - **Support the mainstream activities of a community or voluntary organisation;**
  - Submit **retrospective** applications (i.e. it is not permitted to purchase an item and then submit an application for funding).
  - Projects that do not support the Council's Corporate Objectives or Policy
6. The decision whether or not to provide funding rests with the Ward Member, provided that the bid meets the terms and conditions set out in this document.

## Eligible Applicants

7. Funding applications can be made by organisations located within the District or which can demonstrate that they have a strong connection with the local area. Eligible organisations are:
  - Town and Parish Councils, with a precept of less than £21,000 a year;
  - Community Interest Companies;
  - Charitable Incorporated Organisations;
  - Registered Charities;
  - community and voluntary groups with an appropriate governing document (see guidance here: <https://www.gov.uk/guidance/how-to-write-your-charitys-governing-document> );
  - Schools and other organisations working for the benefit of the local community.

8. Applications for funding cannot be accepted from:
- Local authorities
  - Individuals
  - Privately owned businesses (unless the grant is for a community project)
  - Political parties
  - F&HDC Members or persons associated<sup>2</sup> with them (to avoid any potential conflicts of interest)
9. Applications will be considered from religious groups (but not for the purpose of worship) and these bodies must be able to demonstrate how their proposal will bring wider community benefit.
10. All payments made under the Ward Budget Grant Scheme are allocated on a one-off basis, at times and on grounds which shall be at the exclusive discretion of the Council. No ongoing financial support is provided and the Council will not be liable for any ongoing costs that the project may incur for revenue and/or capital expenditure.
11. Applications must include **an accurate and thorough description** of what the funding is to be used for **and supporting evidence** (each contained in the section headed **Project Details in Part A** of the Application Form) in order to allow members and officers to assess the merits of the bid against the criteria and conditions of the scheme, as set out in these Terms and Conditions.
12. Applications must include details of a nominated bank account so that an electronic transfer can be made. **The bank account must be in the name of the group or organisation applying for funding.** Funds cannot be paid to a bank account in the name of an individual.
13. The nominated bank account must require two unrelated people to authorise cheques and make withdrawals
14. **Applications must show a breakdown of the proposed spend including evidence** (e.g. quotes or copies of brochures) when they submit the application form. Due to audit requirements, applications without supporting evidence cannot be accepted.
15. By submitting an application, applicants undertake that they have obtained the necessary permissions, licences, permits, insurance and other consents required to implement the project.

### **The application process**

16. The Ward Budget Grant Scheme operates a two stage process:
- **Part A:** is completed by the applicant.
  - **Part B:** is completed by the Ward Member.

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<sup>2</sup> Associated Person” means (either in the singular or in the plural):

- A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).”



## **Part A – Application form**

17. Part A must be completed by an authorised representative of the group applying for the funding.
18. Applicants then forward the Application & Approval Form to their Ward Member(s) for review and approval. Full details of district councillors, the wards they represent and how to contact them are available on the Council's website by going to the page 'Your Councillors'.
19. Applicants may submit their bid to more than one member but this should be stated in the Application Form under 'Other funding relating to this project'.

## **Part B – Member decisions**

20. Ward Members are encouraged to give priority to applications for funding which:
  - Help to deliver the strategic objectives of the Council (as set out in the Corporate Plan);
  - Are consistent with the Council's policies and plans;
  - Demonstrate clear local support and/or need;
  - Are consistent with town or parish community plans;
  - Provide evidence of value for money;
  - Directly benefit their electoral ward;
  - Seek match funding where possible
  - Give priority to your ward
21. The Ward Member reviews the applications and decides how much they wish to allocate to the project.
22. The Ward Member will adhere to the Councillor's Code of Conduct and the restrictions during election periods when making decisions on how to allocate their ward budget.
23. The Ward Members are advised to avoid funding the same project two years in a row.
24. Subject to these Terms and Conditions, the Ward Member is free to decide how they wish to allocate their allotted funding.
25. Any budget not allocated by the closing date, will, at the discretion of the Cabinet Member for Communities, be under review and may be allocated separately before the end of the financial year.
26. Completed forms should be emailed to [communitydevelopment@folkestone-hythe.gov.uk](mailto:communitydevelopment@folkestone-hythe.gov.uk)

## **Officer review**

27. The Council officer checks that the application complies with the terms and conditions of the scheme (as set out in the Application Form and these Terms and Conditions).
28. Application Forms that are incomplete or do not meet the criteria as detailed in these Terms and Conditions will be returned to the Ward Member.
29. The Ward Member will be emailed a copy of the Decision Notice which they should email to the applicant as confirmation that the grant has been approved.
30. Assistant Director – Strategy, Performance and Communications will have the final decision on whether to award a grant if there is a compliance issue.

## **Compliance with the Council's financial procedures**

31. The applicant must retain any relevant receipts in line with the Council's financial procedures. The Council reserves the right to request evidence of expenditure (e.g. receipts).
32. Spending under this scheme does not classify as a supply to the Council and therefore it is not possible to reclaim VAT on this expenditure.
33. Any irregularity or suspected irregularity involving Council funds, property or other assets must be reported immediately to the Council's Chief Financial Officer.
34. Any applicant who has had a criminal conviction in the last five years or is under investigation for any misdemeanour must declare this and this may at the exclusive discretion of the Council disqualify them from funding. If this applies please tick the relevant box in the Declaration section on page 3 of the Application Form and attach a descriptive list of such convictions and/or misdemeanours for the Council to consider.
35. . If there is found to be any misrepresentation in the Application Form or any breach of these terms and conditions, it may at the exclusive discretion of the Council result in requirement on the applicant to repay to the Council all or part the grant, including all costs, losses, expenses and/or liabilities howsoever incurred by the Council.
36. Should your project not go ahead for any reason, please contact the Communities Officer/Member as soon as possible and definitely before the scheme closes so that the funding can be reallocated to another project.

## **Publicity**

37. The Council will publish information regarding Member Ward Budget grants on the Council website (on the 'Your Councillors' page) and in the Grants Register.
38. Applicants and Ward Members are encouraged to publicise projects that are supported, in whole or in part, by the Ward Budget Grant Scheme.

## **Monitoring and Evaluation**

39. Applicants will make available copies of all receipts and invoices relating to the grant to the Council's auditors. The Council reserves the right to inspect goods, works and/or services purchased using funding from the Ward Budget Grant Scheme.
40. Successful applicants must provide a project update to the Ward Member as soon as the project is completed or within six months of receiving the grant (whichever is earlier) and again on project completion (if this is later). Such project update will include photographs and other supporting evidence. Failure to provide evidence may make the applicant ineligible for further financial support and potentially require the applicant to repay the grant and costs incurred in accordance with clause 35 above.
41. Officers will keep appropriate records of the funding approved and expenditure incurred by the Council.

## **Equality and Diversity**

42. The Council will adhere to its equality and diversity responsibilities in administering this scheme.