



## **Area Board Projects and Councillor Led Initiatives Funding Criteria and Information Sheet**

The purpose of this scheme is to enable councillors to tackle issues in their area, including projects and initiatives which have been initiated by the community e.g. a community issue. It should not be used to fill gaps where there are service shortfalls or where it is possible for them to be resolved through use of the Community Area Grants scheme.

When considering requests to the Area Board councillors need to bear in mind the impact this will have on the amount of funding available to support applications made directly from the community.

### **Funding Criteria**

**You need to ensure that your application meets all the following criteria:**

1. Please provide all the information requested when completing the application form or your application may be delayed.
2. Projects should address a local concern, respond to a community identified priority, help to meet a local need or tackle an issue submitted to the Area Board.
3. No projects will be awarded funding retrospectively.
4. If you are asking the area board to fund any item that costs over £500, one written quote/estimate must be provided. This must be from the supplier you intend to use. Where single items costs over £1,000 a minimum of two quotes/estimates must be submitted with an indication of the supplier you intend to use.
5. All quotes submitted from suppliers must be on headed paper, from brochures or websites.
6. Applications must be received a minimum of 6 weeks before the relevant area board and should only be considered if all the necessary information has been provided.
7. If your project requires planning permission, building regulations or any other form of licence or approval, this must be sought before submitting your application. Any funding will be conditional on approvals being received.
8. If funding is approved, a condition is that you must provide copies of all receipts and invoices associated with the funding and information/photographs to demonstrate how the funding was spent.

9. If you receive funding, the money cannot be claimed before 3 months of the project starting and must be used within 1 year of the date of the award.

**If you have any queries about the application process or you wish to discuss your project before submitting your completed application please contact the Community Area Manager.**

## **Information**

- You are welcome to discuss their projects with the Community Area Manager at any time, the sooner the better.
- It is easier for us if you submit your application electronically. Application forms are available on the council's website [www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards) although paper applications remain acceptable.
- The community plan for your area can be found on Wiltshire Council website [www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards) .
- If you wish to seek additional funding, please refer to Other Sources of Funding and Advice.
- Applicants should be aware that their project may be audited after completion.