Area Board projects and councillor-led initiatives 2013/14

Criteria and guidance for councillors	Revised March 2013

Is there a project in your area that addresses a local priority or issue that you would like to bring before the Area Board for funding? If so, this document sets out the process you will need to follow

Purpose of the scheme

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 the matter 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.

You are encouraged to discuss your project with your Community Area Manager, who will be pleased to answer and queries.

Making your funding application

Your Community Area Manager can send you a report template to complete and will be able to provide further advice should you need help.

Funding crieria

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

1. Please provide all the information requested when completing your on-line application or your application may be delayed.

2. Projects should address or resolve 'sticky' community issues and/or projects and initiatives which have been identified by the community as priorities. 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 Area Grant funding scheme.

3. No projects will be awarded funding retrospectively.

4. Grants will not normally exceed £5,000

5. If you are asking the area board to fund any item that costs over £500, one written quote/estimate must be obtained. 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 obtained with an indication on the application form of the supplier you intend to use.

6. All quotes obtained from suppliers must be on headed paper, from brochures or websites and must be made available on request.

7. Applications must be received a minimum of 6 weeks before the relevant area board and will only be considered if all the necessary information has been provided.

8. 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.

9. 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.

10. 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.

11. Applicants should be aware that their project may be audited after completion

12. A condition of receiving funding is that you must be able to provide copies of **all** receipts and invoices associated with your grant on request as your project may be audited after completion.

13. It is the applicant's responsibility to contact the Community Area Manager if the funds raised for their project (including those awarded by the area board) exceed the sum required.

14. It is the applicant's responsibility to contact the Community Area Manager if there are any changes to the project considered and awarded a grant by the area board.

15. Completion of an evaluation form is a condition of receiving area board funding and information/photographs to demonstrate how your grant was spent should be provided as soon as the project is completed.

Applying to the Area Board

If you meet our criteria, you may submit your project to the Area Board for consideration. Please bear in mind that you will be required to present your proposal to the Board and answer any questions that might be asked by Board members or the public present.