

**Amblecote, Cradley and Wollescote, Lye and Stourbridge North Community Forum – Wednesday 25th March 2015**

**Report of the Lead Officer**

**Community Forum Funding**

**Purpose of Report**

1. To consider the allocation of expenditure from the Community Forum Funding budget for the 2014/15 municipal year.

**Background**

2. The Community Forums are responsible for allocating expenditure from the delegated Community Forum Funding budget. The guidelines against which allocations from the delegated budget should be considered are set out in Appendix 1. These are corporate guidelines only and it is ultimately for each Community Forum to decide on individual applications.
3. In addition the Community Forum also has responsibility for the allocation of funding for High St Innovation/Empty Shops Grants. Corporate guidelines are included within Appendix 1.
4. Information on the applications referred to in this report have been e-mailed to Members prior to the meeting. A hard copy of the applications will also be available to Members on the evening.

**Applications for Consideration by this Forum are:**

5. An application has been received from **Stourbridge Radio Group (102.5 the Bridge)** for funding of **£2,000.00** to purchase new equipment for the radio studio.
6. An application has been received from **HSA Ham Dingle Primary School** for funding of **£3,871.02** for half the funds required by the school to purchase a new reading scheme.
7. An application has been received from **Lye Asian Senior Citizen Association** for funding of **£4,500.00** for the purchase of kitchen equipment and trips.
8. An application has been received from **Friends of Amblecote** for funding of **£1,000.00** from the High St Innovation Fund for hanging baskets and brackets as a contribution to Amblecote in Bloom.

## **Finance**

9. The latest balance for the Amblecote, Cradley and Wollescote, Lye and Stourbridge North Community Forum is £6,923.88
10. This amount includes unspent balances from the resources allocated to the former Area Committees.
11. The latest balance for the High St Innovation/Empty Shops Grant is;  
£6,973.30 Amblecote  
£5,938.58 Lye and Stourbridge North  
£5,938.58 Cradley and Wollescote.

## **Law**

12. The Localism Act 2011 gives the Council a power of general competence to act in the interests of the Community.
13. Section 111 of the Local Government Act 1972 enables the Council to do anything that is calculated to facilitate, or is conducive to or incidental to, the discharge of its statutory functions.

## **Equality Impact**

14. This report complies with the Council's policies on equality and diversity. Some of the applications include facilities, which are available to children and young people.

## **Recommendation**

15. That the Forum considers the applications referred to in the report and make recommendations to the Director of Corporate Resources on each individual application.



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**Amanda Grove**  
**Head of Youth Service**

Contact Officer: Amanda Grove  
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Email: amanda.grove@dudley.gov.uk

## **List of Background Papers**

- The application forms on which this report is based have been supplied to Members prior to the meeting, but contain exempt information under the terms of part I of Schedule 12A to the Local Government Act 1972.
- Appendix 1 – Application form and Corporate Guidelines for considering funding applications.

**Community Forum Funding Application**



**Love Your Local Community Fund**



Please read this document and the attached guidelines carefully. Incomplete applications may result in delays. Please include all necessary documents and financial information.

Once you have completed this form send it to the Council with all the requested documents (see the address in Section 9 of this form). It will be considered at the next available Community Forum.

<b>Section 1 – Your organisation</b>	
Name of organisation:	
Address (or meeting place):	
Postcode:	
Telephone:	
Email:	
<b>Section 2 – Contact details</b>	
<b>Principal Contact</b> (the person who you want us to contact)	
Name:	
Position in organisation:	
Address:	
Postcode:	
Telephone number(s):	
Email:	
<b>Second contact</b> (if appropriate)	
Name:	
Position in organisation:	
Address:	
Postcode:	
Telephone number(s):	
Email:	



**Section 3 – About your organisation**

Please tell us about your organisation. What are your aims and objectives and how do you support the local community?

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.....  
.....  
.....  
.....

**Section 4 – About your funding application**

What is the amount of funding you are requesting from the Community Forum (to include VAT):

£.....

What is the specific purpose of this funding?:

.....  
.....  
.....

How will this funding benefit the local community? (including any specific groups of people it will help)

.....  
.....  
.....

Is your project or scheme being delivered in partnership with any other group or organisation?

.....  
.....  
.....

What is the total/overall cost of this project or scheme? (to include VAT):

£.....

If the total project or scheme cost is greater than the amount of funding you are requesting where you will be obtaining the balance of funding?

.....  
.....

Has the balance of funding already been secured?

Yes  No

Not applicable

Have you applied for or received any funding for this from elsewhere?

Yes  No

Not applicable

If yes, please provide full details

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.....  
.....  
.....

*NOTE: The Council will require that the applicant withdraws, modifies or repays part or all of the allocation if funding has been received for the same items from another provider.*

**Section 5 – Do you have the necessary permission to undertake this project?**

Does your project depend on permission being given by any other person or organisation? Yes  No

If your project involves improvements or enhancements to land or buildings, do you have permission to do this? Yes  No

Are any elements of your project directly required as a result of a planning condition or other statutory condition? Yes  No

What you are doing to seek such permissions?:  
 .....  
 .....  
 .....

Are any elements of your project directly required as a result of a planning condition or other statutory condition? Yes  No

If Yes, please provide details below:-  
 .....  
 .....  
 .....

*NOTE: A successful funding application does not mean that you have authority from the Council to undertake any works. You should ensure that all the necessary permissions, including planning permission, are obtained before any work is started.*

**Section 6 – Your organisation’s finances**

What is your organisation’s approximate income/expenditure for the year?	Income £ .....
	Expenditure £ .....

Does your organisation receive any grant aid/funding from Dudley Council or any other sources? Yes  No

If yes, please provide details of amounts and donating body

Amount           £.....  
 Donating body   .....

Does your organisation receive any non-financial support from Dudley Council? (e.g. free or subsidised use of premises, transport, etc) Yes  No

If yes, please provide details  
 .....

Does your organisation receive any income other than grant aid? Yes  No   
(e.g. from hire of rooms, charges to members, etc.)

If yes, approximately how much per year? £.....  
Please provide details

.....  
.....  
.....

Have you, or your organisation, received any funding from Dudley Council's Community Forums or other Council funding body in the last 3 years? Yes  No

If yes, please provide details:

.....  
.....  
.....

Have you, or your organisation, applied to any of the Council's Community Forums or other funding bodies to support this application? Yes  No

If yes, please provide details of the other sources of funding you are pursuing:

.....  
.....  
.....



**Section 7 - Payment of funding**

If your application is successful, a cheque will be paid to your organisation once the work has been carried out or the goods received.

Alternatively, the payment may be made by BACS transfer directly into your organisation's bank account.

Payment will also depend on you providing a copy of the suppliers/contractors paid invoice or receipt.

Any exceptions to this will be considered on a case-by-case basis.

If successful, which method of payment would you prefer?                      BACS     Cheque

For payment by cheque, please provide the name of your organisation that the cheque should be made out to (see note below):

.....

For payment by BACS please provide the following:

Bank account name .....

Sort code ..... Account number .....

Name of bank ..... Branch .....

*Note: Cheques will only be paid to the organisation who submits the application and whose name appears on the bank details. Cheques will not be payable to any 3<sup>rd</sup> parties acting on behalf of the organisation.*

## Section 8 - Documents to support your application

### Your application may not be considered if you do not provide the following:

- A copy of your organisation's constitution (*This helps provide evidence that the organisation is properly run*).
- An audited copy of your accounts relating to the most recent financial year showing income/expenditure and end of year balance. In addition, a copy of your organisation's latest bank statement as at the date of your application is required whether you have audited accounts or not. (*This helps provide evidence of proper financial management*).

*Note: If the accounts have not been professionally audited, then the Treasurer of the organisation must sign them as accurate. Another officer must then independently examine them and certify them with their signature.*

- Appropriate quote(s) from a reputable supplier(s) for the items requested.

*Note: To comply with the Council's rules and ensure value for money, the following must be provided:*

*Items to the value up to £500 – one written quote*

*Items of value between £501 and £5,000 – three written quotes*

### Funding applications from new organisations

New organisations that are unable to produce annual accounts at the time of their application must provide the following documents:

- A formal constitution showing the length of time it has been in existence and containing the names of properly appointed officers including a named Treasurer.
- A bank account in the name of the organisation and a copy of your latest bank statement as at the date of your application.
- A business plan or statement setting out the organisation's key aims and objectives including an income and expenditure forecast.

## **Section 9 – Declaration**

- To the best of my knowledge, the information provided in this application is correct.
- I have enclosed all the documents requested under Section 8.
- I agree to provide any extra information that the Council may require.
- If a funding allocation is approved, I agree that the organisation will use it only for the purpose stated and understand that Council officers may inspect the goods/equipment.
- I agree to ensure that any goods/equipment funded are sufficiently insured.
- I agree that the Council's internal and external auditors have the right to inspect any related documentation.
- I agree to withdraw, modify or repay part or all of the allocation if funding has been awarded based on misleading or inaccurate information.

Signature: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

*Information that you provide on this form is subject to the provisions of the Data Protection Act, 1998 and as such will be used for funding allocation purposes only.*

Please return this form together with the other requested documents:

By post: Dudley Metropolitan Borough Council, Directorate of Corporate Resources, The Council House, Dudley, West Midlands DY1 1HF

By hand delivery: Dudley Council Plus, 259 Castle Street, Dudley, West Midlands DY1 1LQ

Telephone: 0300 555 2345

e-mail: [dudleycouncilplus@dudley.gov.uk](mailto:dudleycouncilplus@dudley.gov.uk)

<b>For Office Use Only</b>	<b>✓ / ✗</b>	<b>Comments</b>
Application completed in full		
Constitution provided and checked		
Financial information provided:		
(Audited) Accounts		
Up to date bank statement		
Details checked by Accountancy		
Payment by cheque		
Payment by BACS		
Other payment arrangements (if applicable)		
Appropriate number of quotes provided		
Business Plan provided (if applicable)		
Financial Assistance Database checked		



## **Community Forums Guidelines for funding applications**

Every funding application will be considered on its own individual merits by community forum elected members, who will take into account the funding available and make recommendations on each application to the Council's Director of Corporate Resources.

Applications will be considered only from voluntary and community organisations that are based in the Dudley borough. Applications should be submitted through a parent organisation e.g. a sports club rather than an individual team within a club.

Applications are to be submitted at least 21 days before a community forum meeting in order to be considered at that meeting. Later applications will be considered at the next available forum meeting. Elected members can make recommendations on genuinely urgent applications between forum meetings.

A decision on an individual application will not be seen as setting a precedent for the consideration of any other applications received by the Council or another community forum.

All expenditure must be in accordance with the Council's Standing Orders and Financial Regulations, be subject to the Council's legal powers and demonstrate good value for money. Quotations must be provided in line with the Council's procedure rules. Details are set out in the application form.

### **Guidelines for considering applications**

The following guidelines are to assist elected members in considering funding applications. Individual community forums reserve the right to make exceptions to these guidelines depending on the circumstances of each individual application.

1. Funding may be spent on "capital" and/or "revenue" schemes. (**Capital:** one-off expenditure on buying, constructing or improving land, buildings, equipment or vehicles; **revenue:** expenditure on running costs of projects or activities, including staff costs and the purchase of consumables and services from third parties. Priority

will be given to one-off, time-limited, or start-up spend, rather than ongoing running costs which should normally be funded by the organisation itself.)

2. Schemes should contribute to the aims of the Community Strategy and not conflict with Council policy. Schemes should be for the general benefit of the wider community, not just for the benefit of individuals or specific groups and should make a difference in the local area.
3. Funding applications may be submitted to more than one community forum depending on the area(s) of benefit. Each individual forum shall retain discretion over its own funding allocation. A recommendation made by one community forum shall not create an expectation that it will be supported by another forum.
4. Schemes should not result in any on-going revenue costs that the organisation cannot fund from its own resources e.g. running costs or repair and maintenance of buildings and equipment.
5. Individual funding applications should be for a maximum of £5,000 unless there are exceptional circumstances. Organisations will be encouraged to match fund or seek further funding through other means. Priority will be given to schemes that might generate such funding.
6. Applications will not normally be considered from organisations who have previously received funding from a community forum (or former area committee) within the previous three years.
7. Representatives of organisations submitting applications are encouraged to attend the forum meeting and to speak if they wish in support of their applications.
8. Once an application has been approved, it will be on the condition that the funding is spent within nine months, otherwise the funding will be returned to the Council. A fresh application would need to be submitted and approved in order for the funding to be released.
9. In appropriate circumstances, funding may be given on condition that certain items of equipment purchased with the funding are made available for use by other organisations.

### **High Street Innovation/Empty Shops Grant Funding Applications**

10. One-off funding has been made available in the 2014/15 financial year for projects which improve the appearance or economic vitality of an area, with preference to the Borough's Centres and High Streets.

11. The Council will decide which source of funding successful applications will use, but as guidance for applicants High Street Innovation/Empty Shops Grant funding will be considered for the following:-

### **Eligible proposals**

- Proposals will be considered either for Capital or Revenue activities.
- Proposals are preferred for projects within the Borough's defined Principal or Local Centres, but applications may be considered in any location where benefits to the local economy or environment may be demonstrated.
- Proposals that show a partnership approach (between for example business and the Community will be preferred).

### **Ineligible proposals**

- Proposals which create ongoing revenue costs for the Council. Proposals must demonstrate how any improvements will be maintained.
- Proposals which are required as a direct result of a planning condition, enforcement action or any other statutory consent.
- Proposals that do not have the agreement of the owner or occupier of land or property affected.
- Proposals that do not have a realistic prospect of being granted planning permission.

### **Suggested areas of expenditure**

- Proposals to improve the appearance or condition of empty commercial or retail premises.
- Proposals to improve vacant or unsightly land.
- Match funding to support funding bids for the above.
- Activities and events to support centres economic vitality.