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### Application to Member Ward Budget

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#### Application Criteria

- i) The payment must be over £100
- ii) The funding will support projects/groups that meet the ambitions of the local community which in turn supports the Council's corporate priorities:
  - Enterprising Craven
  - Resilient Communities
  - Financial Resilience
- iii) The funding will normally go to a community group, but may be awarded to social enterprises, businesses or other public agencies if the aims are being met – but NOT to an individual.
- iv) The granting of the funding is a one-off and will not imply an ongoing commitment by the council nor have a revenue implication for the council
- v) The activity being funded:
  - has not already taken place (retrospective funding is not permitted)
  - could not easily be funded elsewhere
  - can demonstrate support in the community
  - has not received Council funding over the past 2 years
- vi) The project or activity enhances the quality of life of people living or working in the ward and does not unfairly discriminate against people from different backgrounds
- vii) The funding can be used by the community group during the 12 months following receipt
- viii) The funding cannot be used to support any initiative more than once in a two year period
- ix) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity or any practices which would bring Craven District Council into disrepute. This would include ensuring that all recipients have any required permissions in place including requisite insurance, and DBS checks if appropriate
- x) The funding must not replace funding previously provided by other statutory agencies such as the County Council

## APPENDIX C

xi) Funding must not form part of the Parish precept.

xii) Funding will not be approved in respect of:

- projects or activities that will only benefit an individual or an individual family or a private business;
- political parties or trade unions or employers' associations or groups affiliated with any of these
- lobbying or lobbying organisations
- projects or activities that seek to promote a faith or belief as their main purpose
- projects or activities that are contrary to the Council's equality objectives.

xiii) Applications can be made to more than one Councillor for jointly funded projects but please note there is a maximum funding cap of £2k per applications.

### Application Guidance

It would be advisable to contact the relevant Ward Member and discuss your application before sending them the completed application form. A full list of Craven District Councillors can be found on our website [www.cravenc.gov.uk](http://www.cravenc.gov.uk) or alternatively you can contact the Partnerships Officer Kate Senior at [kseior@cravenc.gov.uk](mailto:kseior@cravenc.gov.uk) or Tel: 01756 706414.

<b>Name of Project</b>	
<b>Description of Project</b> Brief summary of what the project is and how it will benefit the local community. Please include how, when and where the project will be delivered and for how long.	
<b>Outcomes of the Project</b> Please provide a description of what you hope to achieve e.g. the number of training events delivered, the number of people attending etc	
<b>How does your project meet the aims of the Member</b>	

## APPENDIX C

<b>Ward Budget?</b>	
<b>What wards/geographical areas does the project cover?</b>	
<b>Who will run the project?</b> Please give contact details	
<b>Total Cost of the Project</b>	
<b>Please give details of any match funding available</b>	
<b>How much funding are you looking for?</b>	
<b>Are you applying to more than one Ward Member?</b> If so please list all Members you have applied and the amount of funding applied for	
<b>How will the funding be broken down</b> Please provide a breakdown of costs e.g. for venue, staff, equipment etc	
<b>Who will manage the funds?</b>	
<b>Please give details of projects permissions or consents (if any)</b>	
<b>Please give details of your organisation</b> This should include name and contact details including address, email and telephone number plus a brief description of your organisation	