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|  | **Craven District Council**  **Ward Member Grants 2020 - 2021**  **Application Form** |

**What are Ward Member Grants?**

The council has a long-standing commitment to empowering people and organisations to do more to help communities throughout Craven.

Ward Member grants, were introduced in 2016 to allow every district councillor to respond to local needs by recommending the allocation of small amounts of money to support projects or activities that benefit the communities they represent.

Each councillor had a budget of £1,000 to allocate to community projects in their ward. Ward Member grants can also be used to fund projects between two or more wards, providing the project benefits the residents in each ward.

Projects that have been funded through the scheme include youth groups, village hall improvements, activities for older people, environmental improvements and playgrounds, a full list of all the projects funded so far can be found on our website.

**How to Apply**

The scheme will re-open on 1 April 2020.

Applications can then be made at any time through the year until the Ward Member has allocated all their budget.

The scheme will close for applications at 4:00 pm on Monday 15 February 2021. and all applications will need to have been received by Craven District Council, Business Support by this time.

To make an application complete all sections of the application form and email the completed form to [BusinessSupport@cravendc.gov.uk](mailto:BusinessSupport@cravendc.gov.uk) or post to Business Support, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ.

We advise you to contact the relevant Ward Councillor and discuss your application before sending us your completed application, a list of Craven District Councillors and Wards is available on our website [www.cravendc.gov.uk](http://www.cravendc.gov.uk)

Once we have received your application we will check that it is complete, meets the application criteria and that all required additional information has been attached.

If it is ineligible or we need further information, we will contact you to let you know.

If it is eligible and complete we will send it to the relevant Ward Members for consideration and they will have 4 weeks to recommend whether to fund the project.

We will then contact you to let you know their decision.

**Ward Member Grants Application Criteria**

1. The payment must be over £100
2. Funding will support projects/groups that meet the ambitions of the local community and support the Council’s corporate priorities which are:

* Enterprising Craven
* Resilient Communities
* Financial Resilience

1. Funding will normally go to a community group, but may be awarded to social enterprises, community businesses or other public agencies if the aims of the scheme are being met. Grants can NOT be given to an individual.
2. 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
3. The project or activity must enhance the quality of life of people living or working in the ward and not unfairly discriminate against people from different backgrounds.
4. Funding has to be used by the community group within 12 months of receipt.
5. To be eligible for funding the project or activity:

* Must not have already taken place (retrospective funding is not permitted)
* Could not easily be funded elsewhere
* Must be able to demonstrate support in the community
* Must not have received Council funding over the past 2 years

1. Funding cannot be used to support any initiative more than once in a two-year period, an organisation or event can apply for a second grant within the two years as long as it is for a different project or activity.
2. Applications can be made to more than one councillor for jointly funded projects providing the project benefits the residents in each ward but please note there is a maximum cap of £2,000 per application.
3. Applications must provide estimates or quotes with this application form and will be expected to provide evidence of expenditure such as bank statements, invoices or receipts with their monitoring form.
4. Funding must not replace funding previously provided by other statutory agencies such as the County Council.
5. Funding must not form part of the Parish precept.
6. Funding will not be approved for:
   * 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.
7. As far as the Ward Councillor 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.

For further advice contact the Partnerships Officer, Kate Senior [ksenior@cravendc.gov.uk](mailto:ksenior@cravendc.gov.uk) or 01756 706414.

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| **Craven District Council Ward Member Grant Application Form**  **To be completed by applicant** | |
| **Name of Project** |  |
| **Organisation making the Application** |  |
| **Description of Project**  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. |  |
| **Project start and finish dates** |  |
| **Outcomes of the Project**  Please provide a description of what you hope to achieve e.g. the number of training events delivered, the number of people attending etc |  |
| **How does your project meet the ambitions of these local communities?** |  |
| **How does your project support the Council’s corporate priorities?** |  |
| **Which wards / villages does the project benefit and what activities or facilities are they?** |  |

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| **Total Cost of the Project** |  |
| **How will the funding be used?**  Please provide a breakdown of costs e.g. for venue, staff, equipment etc and attach quotes/ estimates. |  |
| **How much Ward Member Grant funding are you looking for in total?** |  |
| **Which Ward Councillors are you applying to? (you may apply to more than one).** Please list all Councillors you wish to apply to and the amount of funding you are requesting from each one. |  |
| **Please give details of any match funding available.** |  |
| **Which organisation will manage the funds?** (The managing organisation must have a bank account). |  |
| **Please give details of the organisation making the application**  Provide full contact details including a contact name, email address and daytime telephone number and a brief description of your organisation. |  |
| **Please give details for the organisation running the project?**  Provide full contact details including a contact name, email address and daytime telephone number and a brief description of this organisation. |  |

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| **Additional Information – Policies, Permissions and Consents** | | |
| **Please tick all boxes that apply and attach evidence** | **🗸** | **Checked by Partnerships Officer** |
| Copy of the organisation’s protection policy attached (if the project involves working with children, young people or vulnerable adults). |  |  |
| Copy of the organisation’s insurance policy attached. |  |  |
| Evidence of planning permission and/or planning reference number attached (if applicable). |  |  |
| Evidence of leasehold, freehold or licence for projects involving capital works to buildings or land attached (if applicable) |  |  |
| I declare that the above information is true and complete and that if funding is secured for this project through the Community Grant Scheme I will ensure that:  a) all publicity and promotional material produced during the delivery of the project will give full acknowledgement to the funding given by Craven District Council.  b) if the project is offered a grant it must fully comply in utilising the grant within 12 months of the grant being offered.  c) any grant awarded will only be used for the project/activity set out in this application form.  d) the project will not discriminate against any sections of the community  e) all required permissions, insurance and DBS checks are in place  f) the projects activities are not unlawful, political, trade union related, lobbying, promoting a faith, only benefiting one individual, or are contrary to equality and diversity.  g) the project has not been received Craven District Council Funding in the last 2 years.  h) the project has not previously been funded by other statutory agencies such as the County Council.  i) If requested, within one month we will provide the Council with additional evidence of the project (for example copies of quotes and receipts of expenditure)  For and on behalf of: (insert name of group/organisation)  Signature:  Name (in block capitals):  Position in the Group:  Date:  **Please email the completed application form to BusinessSupport@cravendc.gov.uk**  **or post to Business Support, Craven District Council, 1 Belle Vue Square,**  **Broughton Road, Skipton, North Yorkshire, BD23 1FJ** | | |

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| **To be completed by the Ward Member after a CDC officer has checked that the grant application is eligible and complete** | |
| **Project Name** |  |
| **Ref No** |  |
| **Ward Member** |  |
| **Amount of Member Ward Budget funding approved** | **£** |
| **I recommend that Ward Member Budget Funding is awarded as set out above.**  **I confirm that this recommendation meets the fund criteria for the following reasons.** | |
| **If no funding is awarded please give your reasons for not funding the project** | |
| **District Councillor’s declaration of relevant disclosable pecuniary or personal interests (if applicable)** | |
| **I have recorded all my relevant disclosable pecuniary or personal interests above.**  **Signature:**  **Name (in block capitals):**  **Date:** | |