

10 August 2012

Dear Councillor

**EXECUTIVE CABINET - THURSDAY, 16TH AUGUST 2012**

I am now able to enclose, for consideration at the above meeting of the Executive Cabinet, the following report that was unavailable when the agenda was printed.

**Agenda No    Item**

10.    **Councillor Community Grants Fund (Pages 56 - 61)**

To receive and consider the report of the Chief Executive (enclosed).

Yours sincerely



Gary Hall  
Chief Executive

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Democratic and Member Services Officer  
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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون  
کیجئے: 01257 515823



| Report of   | Meeting           | Date       |
|---|-------------------|------------|
| Chief Executive<br>(Introduced by the Executive<br>Member for People) | Executive Cabinet | 16/08/2012 |

## **CREATION OF A COUNCILLOR COMMUNITY GRANTS FUND**

### **PURPOSE OF REPORT**

1. To outline the proposal and gain approval for the creation of a trial Councillor Community Grants Fund.

### **RECOMMENDATION**

2. That the remainder of the Core Funding budget for 2012/13 be used to deliver the Councillor Community Grants Fund

### **EXECUTIVE SUMMARY OF REPORT**

3. The creation of a Councillor Community Grant Fund will facilitate increased opportunities for member/resident engagement and allow Councillors to respond more readily to requests for small amounts of funding from organisations within their wards, supporting Council priorities.
4. The fund for 2012/13 can be financed through the remaining core funding budget, which is £18,500. This initiative will enable local groups to access smaller amounts, (for example, £50, £100, £200) than those typically allocated through the core funding process where small grants can be anything up to £2,000.

|                            |     |           |
|----------------------------|-----|-----------|
| <b>Confidential report</b> | Yes | <b>No</b> |
|----------------------------|-----|-----------|

|                     |     |           |
|---------------------|-----|-----------|
| <b>Key Decision</b> | Yes | <b>No</b> |
|---------------------|-----|-----------|

### **REASONS FOR RECOMMENDATION**

5. To facilitate increased opportunities for member/resident engagement and make small amounts of funding more accessible.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

6. To allocate the remaining core funding budget via the completion of small grants funding application process. This option was rejected on the basis that community groups who only want very small amounts of funding are less willing to complete a lengthy application process.
7. To allocate a fixed amount to each member although this option was rejected due to concerns around effectiveness and efficiency.

**CORPORATE PRIORITIES**

8. This report relates to the following Strategic Objectives:

|   |   |  |  |
|---|---|--|--|
| Strong Family Support   | X | Education and Jobs                                   |  |
| Being Healthy   | X | Pride in Quality Homes and Clean Neighbourhoods      |  |
| Safe Respectful Communities   | X | Quality Community Services and Spaces                |  |
| Vibrant Local Economy   |   | Thriving Town Centre, Local Attractions and Villages |  |
| A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money |   |  |  |

**PROPOSAL TO CREATE A COUNCILLOR COMMUNITY GRANT FUND**

9. The creation of a trial Councillor Community Grant Fund will support key Council priorities around devolved budgets and community engagement through facilitating increased opportunities for member/resident engagement. It will also enable Councillors to respond more readily to requests for small amounts of funding from organisations within their wards, supporting projects and initiatives of benefit to the local community and increase volunteering across the borough.
10. The fund for 2012/13 can be financed through the remaining core funding budget, which is £18,500. This initiative will enable local groups to access smaller amounts (for example £50, £100, £200) than those typically allocated through the core funding process (small grants can be anything up to £2000) which groups may be reluctant to apply for given the more detailed criteria and monitoring attached to core funding allocations. It will also mean that groups can activate their projects or initiatives now rather than having to wait for core funding to open in April 2013.
11. The total of £18,500 will be available as a central fund which members can access by acting as sponsors of applications from local community groups and following the process outlined at paragraph 14.
12. Councillors will be able to sponsor applications that they consider to meet the following broad criteria and can join up with other ward Councillors to support a wider project or allocate a larger amount if they wish. Councillors can sponsor any number of grant applications up to a maximum total of £500 per Councillor which will be allocated on a first come, first served basis until the total budget is allocated. The minimum amount for any single grant is £50.
13. Criteria for applicants:
  - Organisation must be a voluntary, community, faith sector group operating within the borough of Chorley.
  - Individuals cannot apply for funding.
  - Organisation must have a group bank account
  - Organisation or project must be based around meeting the needs of the local community and/or supporting volunteering.

14. Process for accessing funds:

- A short application form would need to be completed by the organisation (see appendix) detailing the name of the group/organisation, contact name/secretary, amount requested, reason for request and the expected outcomes for the local community along with bank details for payment.
- The sponsoring Council Member will then need to complete the endorsement section of the application detailing their reasons in support of the project.
- The sponsoring Council Member should also declare any personal/pecuniary interest in the project and provide details.
- The form will need to be signed by both the organisation requesting the grant and the Member sponsoring the grant. Grant applications will only be processed on receipt of a completed form signed by both parties as this is necessary for audit purposes.
- Application forms will be available on theLoop for Members to access.
- Once complete, forms should be handed to Democratic Services. Applications will then be assessed by the Leader and the Chief Executive and if approved, signed off for payment.
- The payment will then be arranged using the information supplied in the application.

15. This initiative, if approved, can be put in place in a short amount of time and be piloted ahead of a potentially more formal scheme linked to councillor accreditation and neighbourhood working. More detailed proposals for this scheme will be developed over the coming months as part of the identified priority projects.

**IMPLICATIONS OF REPORT**

16. This report has implications in the following areas and the relevant Directors' comments are included:

|  |   |  |  |
|--|---|--|--|
| Finance                                  | x | Customer Services                      |  |
| Human Resources                          |   | Equality and Diversity                 |  |
| Legal                                    |   | Integrated Impact Assessment required? |  |
| No significant implications in this area |   | Policy and Communications              |  |

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

17. The costs and funding of the proposal are set out in the report, but the grant fund will come from existing resources.

**COMMENTS OF THE MONITORING OFFICER**

18. There is no legal restriction on the setting up and funding of this proposal.

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

| Report Author    | Ext  | Date       | Doc ID |
|------------------|------|------------|--------|
| Victoria Willett | 5348 | 06.08.2012 |        |

**Application for Councillor Community Grant Funding 2012/13**

*This application form is for Councillor Community Grant funding only and the following criteria must be fulfilled:*

- *The organisation must be a voluntary, community, faith sector group operating within the borough of Chorley.*
- *Individuals cannot apply for funding.*
- *The organisation must have a group bank account*
- *The organisation or project must be based on local needs.*

**Name of Organisation**

**Contact Name and Position**

**Contact Address**

**Telephone N°**

**Email**

**Bank Details for BACS payment**

**Name of Bank**

**Account Name**

**Sort Code**

**Account N°**

**Amount of Funding requested**

£

**1. To be completed by the organisation applying for funding**

**What will the funding enable your organisation to do and what will this achieve for the local community?**

APPENDIX A

**2. To be completed by the Councillor sponsoring this application.**

**Please outline your reasons for sponsoring this project**

**Declaration**

I declare that to the best of my knowledge the information I have provided on this application form is correct and the funding will be used for the purpose stated on this form

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sponsored by:** Cllr \_\_\_\_\_ **Signature:** \_\_\_\_\_

Council Members only

In accordance with the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct please declare any personal or pecuniary interest in this project. Please provide details:

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**For internal use only**

I approve this application and authorise payment as per the details provided above.

Approved by: \_\_\_\_\_

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



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