Allocation of Community Based Funding to Member Area Groups

Guidance for Proposals

The Council has allocated £50k to each of the Member Area Groups. The purpose of the funding is to support the Council's priority of 'Getting Closer to the Community'. This document provides members with guidance on the proper expenditure of those funds.

Principals

- Should support local projects

- Can be used to grant fund other bodies, spend directly on new projects, or to enhance or improve existing Council services

- Can be used for revenue or capital projects but cannot create an ongoing liability for expenditure by the Council

- Projects should be of sufficient size to make an impact in the local area – minimum expenditure of £10k per project

- Projects should be supported by evidence of their need and what benefit / outcome they will achieve for the local community

- Projects must be formally agreed by each Member Area Group. No individual member can commit expenditure. Where possible multiple projects per ward should be avoided

Process

- A Project Proposal must be completed for each proposal

- Any project must be agreed by the relevant Head of Service within the Council to ensure it is affordable and feasible

- Final approval for the projects will be given by CET to ensure the projects do not contravene any regulations etc or conflict with any other proposals. This brings an auditable independent check to ensure there are no issues with probity and that expenditure is authorised in line with the constitution.

Timetable

- The next round of Member Area Group meetings is in October and it is assumed that proposals will be put to these meetings with decisions taken either at these meetings or the following meeting early in the new year.

Member Area Group Project Proposal	
What is the name of the project?	
How much will it cost?	
Is there any match funding? If Yes state amount and source	
How long do you think it will it take to deliver?	
Who will manage the project? (Council dept, external etc)	

What will the project do?

Why do you think the project is required? What evidence do you have?

How will this project bring the Council closer to the community?

How will you know if it has been successful?