

Councillor Project Grant Guidance

Criteria

Grants are available for Councillors to make an application for a larger community project which will address a need within Tamworth communities.

The Councillor will be responsible for completing the Application Form and all supporting evidence of need documentation and supporting relevant paperwork including for example, Safeguarding Policies, Bank Statements, Accounts etc. This may also include things like checking if planning permission is required, completing Community Impact Assessments, completing necessary project risk assessments and seeking potential 'match funding'.

All applications should be for projects that have been fully assessed and ready to commence immediately or within 3 months of award.

The project should continue to demonstrate value for money and value to the people of Tamworth and have specific outcomes that can be evidenced.

Grants will be awarded to the appropriate organisation undertaking the project, be this an internal department of the council, a local business or a community, not for profit organisations and / or statutory organisations operating in Tamworth who operate for the benefit of the communities of Tamworth

The funding will be available from 1st April 2023 (initially £9,747.53 underspend from the 2021/22 from the Community Grant budget). Any underspend from future years will be added to this pot and roll over for up to 5 years.

Should the funds not be utilised at the end of 5 years (31/3/27) they will be returned to the General Fund.

The grants will be awarded once per year by consideration of the Tamworth Borough Council's Nominations and Grants Committee in June with the first meeting being June 2023 in order to allow time for any identified projects to be developed and evidence of need gathered.

In the event that no applications are received by this date, the fund will roll over and any underspend from the Community Grants budget will be added to the pot.

Applications will be considered up to the total available within the retained fund within any one year and must be fully costed with evidence of competitive quotation(s) in line with Tamworth Borough Council Procurement Policy and financial regulations.

Applications are competitive and the decision of the Nominations and Grants Committee is final.

Tamworth Borough Council Projects

Applications must include full budget costs, officer approvals, evidence of other stakeholder/community engagement and included in departmental service plans.

Proposals for ongoing sustainability/maintenance must also be included.

Other Statutory Organisations

Applications must include acknowledgement that the work can be delivered and that the project is sustainable.

Local Businesses

The project must be fully costed with full evidence of competitive quotations where appropriate.

Community and Voluntary Sector

Community/voluntary groups should be properly constituted prior to any submission as a copy of the constitution will be required.

Applicants should have a bank account with at least two signatories.

Faith groups applying for grants should ensure that the activities they are offering are open to people from all faiths.

Successful applicants will only be considered for funding once in any given financial year.

Exclusions

Grants will **not** be given for:

- Work and projects of a party-political nature
- Travel and subsistence costs
- Guarantee against organisational loss
- Work and projects which are contrary to the Tamworth Borough Council Diversity and Equality policy
- Projects operated on a commercial or for-profit basis.
- The funding of organisations, projects or events which promote or condone extremist ideology, activities or terrorism.

Standard Conditions:

- Tamworth Borough Council will only pay grants on receipt of a completed Acceptance of Grant Form.

- Grants shall be used only for the purpose specified in the Notice of Confirmation, and immediate notification should be made to Tamworth Borough Council of any unavoidable changes or cancellations.
- The recipient is responsible for obtaining all licences, permission and insurance as may be necessary.
- Tamworth Borough Council cannot be held responsible for any debts or liabilities and will not be responsible for a third party.

All successful applicants will be required to complete 6 monthly progress reports and a final evaluation report at the end of the project.

Progress reports should be submitted to Communitysafety@tamworth.gov.uk and to the relevant ward councillor who will be responsible for monitoring the projects progress and reporting back to Cabinet within agreed timescale of project commencement.

Please return Application forms to: Communitysafety@tamworth.gov.uk

The last date for receipt of applications in the year 2022/23 will be 31st March 2023 with Applications being presented to Nominations and Grants Committee at the meeting held in June 2023.

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