

Councillor Community Fund (CCF)

The purpose of the CCF is to approve funding to be used for priorities identified via Ward Members and to engage with the people of East Staffordshire on a neighbourhood basis in order to support the Council's Corporate Priorities as listed below.

- Community Regeneration
- Environment and Health & Wellbeing
- Value for Money Council

The aim of the CCF scheme is to support small activities and projects within East Staffordshire, examples of the types of projects that can be supported are included in the application guidance notes. The Social Regeneration Officer is also available to provide advice and guidance about other funding streams that may be available to support community projects. Lead responsibility for CCF applications is with the Ward Councillors.

CCF will operate as an open-bidding pot and applications will be considered on a first come first served basis. The total fund available for CCF in the 2022/23 funding period is £41,750.00. There is no guarantee of any funding award until the CCF panel meeting has met to consider the application. The decision of the panel is final.

Application Guidance

Application period

- CCF will open for applications on 1st April 2022. All applications should be made via the Ward Councillor.
- The last date for receipt of applications will be 31st January 2023, unless otherwise advised, should sufficient funds still remain. This is to enable grant payments to be processed in time for the end of the financial year. Unspent funds will not be carried forward into the next financial year.
- CCF panel meetings are being held virtually on a monthly basis until further notice. Meeting dates will be circulated to all Ward Councillors at the beginning of the new funding period for their information.
- Applications and the required supporting information should be submitted to the Social Regeneration Officer by email by the 5pm on the Thursday preceding the panel meeting date to enable the application to be considered at the following week's panel meeting. Any applications received after that time will be held over until the next available meeting. Should there be a change to the meeting schedule then Councillors will be notified.

What supporting information is required?

- Councillors must ensure that the application form is completed fully and all of the required information is included. Failure to do this may result in a delay to the application being considered.
- **A minimum of one written quote is required to support applications.** Quotes must clearly indicate costs excluding VAT where applicable for all items that the CCF grant will be used to purchase. Screenshots for online suppliers are acceptable. For applications where the total project cost is over £3,000.00 then three supporting quotes are required.

Payment of grant

- It is the responsibility of the Ward Councillor to notify the applicant of the outcome of their CCF grant application.
- Payment of the CCF grant is made by Bacs upon receipt of invoices/receipts for the goods/services purchased using the bank details provided on the application form. Invoices and receipts must be on official business documents. It is the responsibility of the Ward Councillor to ensure that these are submitted to enable the payment of the CCF grant.
- Individuals cannot be reimbursed; grant payment has to be made to the organisation named on the application form.
- All awarded grants must be claimed and reimbursed within the current financial year (31st March). Where this is not possible, due to an award being made late in the year, then the grant must be claimed and reimbursed in the following financial year, or funding will be withdrawn.
- Independent confirmation is required for documenting the completed project/ to evidence that the event took place e.g. photographs of items purchased or a newspaper article highlighting the event. It is the responsibility of the Councillor to submit this information.
- Publicity for projects and activities funded through CCF is the responsibility of Ward Councillors and other parties involved in the application.

CCF grant criteria

From June 2022 there are two levels of grant support available through CCF:

1. Grants up to a maximum of £2,000.00
2. Grants up to a maximum of £6,000.00 if supported by up to three Ward Councillors. Applications for this level of grant must demonstrate how the project benefits the entire Ward area(s) of the Councillors named on the application.

- One application should be made per project.
- Grant awards are made exclusive of VAT.
- CCF applications must be signed by the Councillors in the Ward that will benefit from the activity or project to indicate their support and to confirm that all efforts have been made to seek best value for money. Email confirmation is acceptable in lieu of a signature.
- CCF applications should be submitted by email only until further notice
- Match funding is not a current requirement however any contributions from either your own reserves or other funding streams will strengthen your application. All match funding should already be in place before applying to CCF.

General CCF can support:

- One-off events/activities, ongoing projects or the purchase of new equipment
- Capital items or revenue costs
- All applications must be able to demonstrate community benefit

Examples of the types of projects that could be funded through CCF:

- Community building and sports facility improvements
- Environmental projects e.g. tackling climate change with energy efficiency, recycling or environmental awareness activities
- Community gardens, planting and landscaping projects
- Equipment and resources to support children and young people's activities
- Purchase of equipment to directly support the activities of sports clubs and other community groups/organisations
- Projects aimed at tackling social isolation
- Community events and fun days

Please note this list is not exhaustive. A list of the projects that have been funded so far this funding period is available on our website

<http://www.eaststaffsbc.gov.uk/neighbourhood-working/councillor-community-fund>.

For further advice and guidance about the types of projects and activities that could be funded then please contact the Social Regeneration Officer on 01283 508038 or sara.botham@eaststaffsbc.gov.uk.

CCF cannot support:

- Refreshments
- Salaries
- Clothing including footwear
- Replacing of mainstream budgets of public sector organisations including schools and parish councils. Applications from these organisations will still be considered

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but applications must be for items that are over and above the everyday responsibilities of such organisations and be able to demonstrate a wide community benefit. It is expected that such organisations provide match funding towards their project.

- Planning application fees
- Management/professional fees (e.g. preparing a scheme/drawings, purchase of software licences such as Zoom)
- Consultation costs

In addition to the above CCF cannot be used to fund projects or activities retrospectively.

CCF is a one-off grant funding scheme and will not be used to fund on-going commitments or repeat applications for the same project/activity in the same and/or consecutive financial years.