

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.

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

The aim of the CCF scheme is to support small activities and projects within East Staffordshire. 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 2020-21 funding period is £21,750.00. There is no guarantee of any funding award until the CCF panel meeting has met to consider the application.

Within the CCF budget for the 2020-21 funding period there are two strands of funding available, the first being the continuation of the Covid-19 community support grant and the second being the general CCF grant. The specific criteria that relates to each of these funding strands is included in this guidance document. This specific strand of CCF funding will be reviewed again at the end of July 2020.

Application Guidance

Application period

- The last date for receipt of applications will be the end of January 2021, should sufficient funds still remain, 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 weekly basis until further notice.
- Applications should be submitted to the Social Regeneration Officer by 10am on Monday mornings to enable the application to be considered at that 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 frequency 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.
- **One written quote is required to support all applications.**

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 or cheque 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

1. Covid-19 community support CCF grant

- A maximum grant of £500.00 will be available to projects under this strand and the update criteria as provided in April will continue to apply for these applications.
- Applications must be made by constituted community groups and voluntary organisations.
- The grant is to be used for organisations providing a vital service and is not to be used to replace lost income.
- Other than in exceptional circumstances, as agreed by the Panel, repeat applications from an organisation for the same project will not be accepted.
- Payment of grant will be made by Bacs upon receipt of official receipts/invoices for the items purchased unless there are exceptional circumstances which the panel should be made aware of upon submission of application. As an emergency measure a grant can be paid out before items have been purchased but the applicant will be required to submit receipts as evidence once items have been purchased.
- ***This strand of CCF funding will be reviewed again at the end of July 2020.***

Covid-19 community support CCF grant could support:

- Publicity
- Printing costs and other consumables
- ID badges for volunteers
- Necessary provisions e.g. food or household cleaning items etc
- Equipment e.g. storage
- Personal Protective Equipment e.g. high viz jackets, gloves etc
- Purchase of IT equipment/software – support community organisations delivering vital services and enable them to adapt to current circumstances
- Resources to support activities/combat social isolation in older people's homes
- Resources to support children/families

The Covid-19 community support CCF grant can't cover costs relating to:

- Salaries
- Professional fees
- Non- essential clothing

2. General CCF grant

- The maximum grant available in the general CCF funding strand is £1,000.00 to fund in part or in whole, local schemes and projects.
- 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.

General CCF can support:

- One-off events/activities, ongoing projects or the purchase of new equipment
- Capital items or revenue costs

For example grants could be used for ongoing running costs, equipment, materials, consumables, publicity, training, transport, room hire.

For advice and guidance about the types of projects and activities that could be funded then please contact the Social Regeneration Officer.

General CCF cannot support:

- Refreshments
- Salaries
- Clothing including footwear
- Replacing of mainstream budgets of public sector organisations including schools
- Planning application fees
- Management/professional fees (e.g. preparing a scheme/drawings or 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.