

Councillor Community Fund (CCF)

2024/25

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.

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.

The total fund available for CCF in the 2024/25 funding period is £37,000. 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.

CCF will re-open for applications on 3rd May 2024.

Application Guidance

Application period

- CCF will open for applications in May 2024. All applications should be made via the Ward Councillor.
- The last date for receipt of applications will be 31st January 2024, 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 therefore all projects and activities funded through CCF should be completed by 21st March 2025.
- CCF panel meetings are held virtually on the second Monday of every month unless otherwise advised. 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.

- Councillors will be notified by email of the outcome for their application within three days of the panel meeting date. In the event that an application is refused the reason given by the panel will be provided in full. It is the responsibility of the Ward Member to notify the applicant of the outcome of their CCF grant application.

What supporting information is required?

- Councillors must ensure that the application form is completed fully and all of the required information is included. The application cannot be considered without all required information and will be returned to the Councillor.
- **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 providing the item cost excluding VAT is clearly shown. For applications where the total project cost is over £3,000.00 then three supporting quotes are required.
- Councillors must confirm that they have checked that the organisation named on the application has suitable insurance, a health and safety policy and a safeguarding policy where required. In addition should the project or activity for which the CCF grant will be used require permission from a landowner or other relevant authority this should be in place before the application is submitted. Copies of these documents must be available upon request of the Social Regeneration Officer.

Payment of grant

- **Payment of the CCF grant is made by Bacs upon receipt of invoices/receipts for the goods/services purchased.** 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. These must be submitted by 21st March 2025 at the latest to ensure grant payments can be processed before the end of the financial year.
- 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).
- 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. Where CCF funding is being used to support events and one off activities then the ESBC logo must be displayed on promotional materials.

CCF Grant Criteria 2024/25

The maximum grant available per application is £1,500.00. Only one application per project can be submitted in the funding period.

More than one Member per Ward can support an application but the CCF grant request cannot exceed £1,500.00.

- 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.
- Match funding is not a current requirement however any contributions from alternative funding streams will strengthen your application. All match funding should already be in place before applying to CCF.

CCF can support:

- One-off events, activities or projects
- Purchase of new equipment and resources
- 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
- 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

- Purchase of/subscription to virtual meeting software to support projects tackling isolation or combatting carbon emissions

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:

- Applications from Parish Councils
- Anything which is, or may appear to be, party political in intention, use or presentation
- Any predominantly religious activity (this does not preclude religious organisations from making bids for non-religious activity).
- Replacing of mainstream budgets of public sector organisations including schools. Applications from these organisations will still be considered 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.
- Refreshments
- Salaries
- General clothing including footwear
- Sports clothing including accessories
- Planning application fees
- Management/professional fees (e.g. preparing a scheme/drawings)
- 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 recurring applications for the same project/activity in the same and/or consecutive financial years.

Equal Opportunities

Your project, activity or service must not discriminate on grounds of (age, disability, ethnicity, gender reassignment, marriage and civil partnership, sex, religion or belief, sexual orientation and pregnancy and maternity) and must be accessible to all users.

The Grant Recipient must ensure their organisation does not discriminate, directly or indirectly, and comply with employment legislation and have regard to the codes of

Updated April 2024

practice of any bodies appointed by government to oversee equalities legislation, relevant government departments and other similar agencies specified by the Council in relation to equalities issues, and as they apply to specific jobs and roles.

Council officers may from time to time conduct an independent equalities audit of any Grant Recipients, and request additional information in relation to the operation of their equal opportunities policies and procedures.

Changes to the use of the CCF grant

The organisation named on the CCF application form must notify, in writing, the Social Regeneration Officer of any intended or actual material changes to the project or activity for which the CCF grant was awarded.

Data Protection Act 2018, Confidentiality Statement

East Staffordshire Borough Council collects information for the purposes of procurement and payment functions. The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law. These third parties include other local authorities, government departments, credit reference agencies and the police.

We will not disclose information about you to anyone outside the Council unless the law permits us to. Confidential information will not be disclosed to third parties. We recognise that information is valuable, and we take all reasonable measures to protect it whilst in our care.

Information relating to any grant award made will be kept by the Council for seven years in line with our grant audit requirements.

The Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can ask by telephoning 01283 508000 or email reception@eaststaffsbc.gov.uk.

Please note that we do not require or request that you collect or provide personal information about the project users for this grant.

Privacy Notice

East Staffordshire Council is committed to being open and transparent about decisions which affect its citizens. Details of CCF grant awards are published on the Council's website following grant approval. To view published information, please go to

Updated April 2024

<https://www.eaststaffsbc.gov.uk/neighbourhood-working/councillor-community-fund>. By submitting this application, you are agreeing that your details will be published.