

Nelson Town Council

Ward Initiative Fund – Guidelines for Applicants

GUIDELINES

1 Policy

- Each of the six wards has a budget set aside for small grants to make improvements within their Wards, these can be in the form of additional provisions, such as benches, litterbins, landscaping or tidying of communal land or providing flowerbeds. They may also help fund additional activities for voluntary and community groups, although these may be more applicable as applications to the Small Grants scheme. Town Councils are not permitted to give grants to individuals.
- A request for Ward Initiative Funding is always made by a Councillor, this should come about because a Councillor becomes aware of the need of an additional resource within the Ward. This will usually be due to residents requesting a need for a service or provision or because the Councillor becomes aware of a need within the Ward from meetings or visiting groups. The request may come from any Councillor and not just a Councillor for that Ward, however, only the Councillors for that Ward have a say on whether the application is approved or rejected.
- Only requests for services and provisions that the Council has a legal power to provide can be approved, if in doubt clarification can be sought from the Clerk on what may be provided. Providing or supporting statutory services normally delivered by other authorities or organisations is not considered good practice and should be avoided.
- Ward Initiative Fund Grant Applications are now delegated to the Clerk in consultation with the Ward Councillors and if a majority of Ward Councillors are in agreement with the project it will be approved.

2. Process

The process for the Ward Initiative Fund is as follows:

- 2.1 The Councillor applying for funding supplies the relevant application form to the Clerk. Forms not received by the Clerk are automatically rejected.
- 2.2 If the application is to provide additional financial support, or to provide additional activities for a constituted group then the group must also provide a constitution and the name of their bank account for the funds to be paid into. For all other requests, if approved, then the work must be ordered and paid for by the Town Council. No cheque will be awarded to an individual.
- 2.3 The Clerk circulates the Applications and accompanying documentation where present, to all relevant Ward Councillors for consideration, along with an up to date statement of the Ward Initiative budget remaining.
- 2.4 Ward Councillors have 10 working days to respond to the application and indicate whether they support or reject the application in part or in full. Responses may be by signing the form or in writing to the Clerk stating they support, this can be an email.
- 2.5 If a majority of Councillors are in agreement with the application in full or in part, it is delegated to the Clerk to approve the application ensuring it is within the budget for that Ward.
- 2.6 If the majority of Councillors reject the application the Clerk will notify the Applicants.
- 2.7 If a majority of Councillors fail to reply to the application within the 10 working days, the application is automatically rejected.
- 2.8 Where there is no clear majority for the application, the Chair of the Council will have a casting vote on all Applications.

3. Publicity

All Publicity with regards to the grant must refer to the funds being provided by Nelson Town Council and cannot refer to funds being provided by an individual Councillor or Political Group.

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Nelson Town Council

Ward Initiative Funding - Grant Application Form

Please refer to the 'Ward Initiative Fund – Guidelines for applicants' document to assist you with the completion of this form

Contact Details

Date of Application:		Ref Number: (office use only)	
Name of Organisation:			
Address:			
		Postcode:	
Name of Applicant:		Position:	
Telephone Number:		Email Address:	
Website:		Cheque Payable to (if successful):	

Organisation Details

What type of organisation are you: <input type="checkbox"/> Unregistered community group/club/society <input type="checkbox"/> Registered charity <input type="checkbox"/> Charity Number: <input type="checkbox"/> Other (please state) _____	
Do you have a constitution or a set of rules? (please enclose a copy of your constitution)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you part of a larger organisation? If yes please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long has your organisation been operating:	
How many trustees, volunteers and service users are there in your organisation:	
Tell us about your organisation, its aims and the work you undertake and the main activities: <hr/> <hr/> <hr/> <hr/>	
Who benefits from these activities:	

Details of Funding Requested

What is your project called?	
When will your project start and finish?	
How will your project benefit the local community within the Nelson town boundary? (use a separate sheet if necessary)	
Why is this project needed? What advantage will it bring to Nelson? How many people within the Nelson town boundary will benefit from the project?	

Project Costs and Finances

Total Cost of Project:	£	Amount Requested:	£
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Have you previously applied for grant funding from Nelson Town Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when did you apply?		

Have you or this group applied for or received any other grant for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applied from:		
Received From:		

Budget: This budget should be for the total cost of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already. Please also provide estimates/quotations of the proposed items of expenditure you may use.	
A Expenditure items	Cost (£)
B Total Expenditure (must be sum of A above)	£

Other Income Sources (state from whom, and whether confirmed)	Total £
From your own resources (including public fundraising)	

D Sum requested from Nelson Town Council	£
E Total Income (must be sum of C & D above) and equal to figure in B	£

Ward Councillor Support

<p>Please ensure this section is signed by ALL of the Town Councillors representing your ward. Alternatively, an email will be accepted by the ward councillor in support of the application.</p>					
Nelson Town Council Ward:			Total Number of Councillors Representing the Ward		
Name:		Signature & Date :		Or Email	
Name:		Signature & Date :		Or Email	
Name:		Signature & Date :		Or Email	
Name:		Signature & Date :		Or Email	
Name:		Signature & Date :		Or Email	

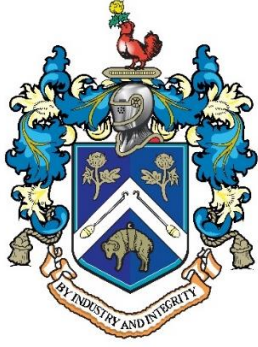
Declaration

- I am authorised to make this application on behalf of the above organisation
- I certify that the information contained in this application is correct
- If the information in the application changes, I will inform Nelson Town Council as soon as possible
- I give permission for Nelson Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time
- I agree to the terms and conditions of the grant criteria stipulated on this form and will provide evidence to the council to show that the grant has been used in the manner it was intended and will repay any funds that have not been used towards the grant
- I agree to promote Nelson Town Council in all publicity activities in support of the grant awarded

Applicant Signature:

Date:

PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO THE TOWN CLERK, NELSON TOWN COUNCIL, TOWN HALL, MARKET STREET, BB9 7LG



Nelson Town Council

Ward Initiative Fund - Grant Criteria & Conditions

CRITERIA OF APPLICATIONS & TERMS AND CONDITIONS OF GRANTS AWARDED

1. Applications will only be considered from individuals/groups/organisations who either operate in, or benefit people who live in the Nelson Town Council area.
2. Grants will be awarded to voluntary groups and societies, clubs, not for profit organisations or charities
3. Grants may be used to complement other sources of funding (eg Sports Council, Arts Council, Yorkshire Arts). Nelson Town Council expects organisations to make every effort to be self-supporting and a repeated application may be asked for evidence of this. The Town Council will favour grants where other funding/fund raising has been secured. A statement of the financial affairs and fund-raising activities already undertaken should be provided.
4. All applications will be considered on their own merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises, improvement or enhancement to a particular area. In addition the Council may support a community event, festival, other special event or project. Grants towards running costs, salaries or consumables will not be considered.
5. Grants cannot be used to fund religious or political activities and cheques cannot be made payable to an individual.
6. Individuals/groups/organisations should normally expect only one grant per financial year.
7. No applicant who has applied for and received funding in consecutive years should automatically assume that funding will continue. Each application will be treated on its own merits
8. Applications must be properly costed or they will be refused or returned for further details.
9. Retrospective applications will not be funded where expenditure has been made, the project has been carried out or the event has taken place
10. Applications which could be interpreted as a request for sponsorship are specifically excluded from the Ward Initiative Fund.
11. The recipient must provide Nelson Town Council with a statement of how the money has been used using the feedback form enclosed and returning it to the Town Clerks office.
12. Any unused funds must be returned back to the office within three months of the project ending.
13. Successful applicants must report back to Nelson Town Council and agree to assist in any reasonable promotion of the award as required by the Town Council.
14. The Council wishes to ensure that monies are spent wisely and that community benefit is tracked, we therefore require applicants for grants to note that the successful applicants must provide receipts or other evidence to the Town Clerk/RFO within 6 months on completion of the project. They should show that funds have been used for the purpose specified in the application.