Ward Community Funding Policy

Leicester
City Council

1. What is Ward Community funding?

- Each ward has been allocated a yearly budget of £18,000 which can be used to support activities, events and projects that bring benefits to that ward. This guidance explains how individuals, groups, and organisations can apply for Ward Community funding, how funding decisions are made, and what applicants can expect during the application process.

- Elected Members are keen to support a wide range of activities and for this reason are unlikely to support proposals which would take up a large proportion of their funds. Elected Members also have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

2. Support for Applicants

- Support is available for applicants. No previous experience is necessary to complete an application.

- If you need help or advice on completing the form, please contact the Council's Ward Engagement Team:

  By Phone: **0116 454 1940**

  By Email: **community.meetings@leicester.gov.uk**

- If you need support to access the web application form please feel free to visit any of our libraries and multi-service centers where we will be able to assist you to contact the Ward Engagement Team or take you to the appropriate area online using the Council's free public access computers.

3. What will not be funded?

- Ward Community funding **cannot** be used for the following:

  • Staffing, except temporary staff or specialist staff brought in to do a specific and short-term piece of work (for up to a maximum of 12 months)

  • Full costs of infrastructure, running costs or capital investment

- Recoverable VAT – Ward Funding cannot be awarded for monies that will be reclaimed back as recoverable VAT by the applicant / organisation

- Any liability arising out of illegality or negligence

- Any form of gambling (except small fundraising activities e.g., raffle, tombola)

- Exclusively religious activity

- Political activity

- Applications where previously awarded funds have not been accounted for with an evaluation and evidence of expenditure

- An event or activity which has already taken place e.g. an application that is submitted after the activity, event, or project has taken place (Retrospective Application).

3. Who can make a Ward Community Funding application?

- Applications will be considered that are made by individuals, community groups, voluntary organisations, statutory agencies, and partners, that live, work, or have any other interest in the ward.

- Applications demonstrating self-sustainability, value for money and in particular the use of match funding are highly encouraged.

- The size and resources of the applicant are likely to be considered when determining the merits of a grant application.

- Within each financial year first time applications will be prioritised to support as many different community organisations as possible. However, repeat applicants will be considered in the same or concurrent financial year, provided that the activity, event or project is different.

- Applications can be made to a maximum of three wards, for which applicants must be able to demonstrate benefits spanning across all three wards.

- Elected Members are not permitted to submit funding applications and must declare any interest in applications submitted where applicable.

4. How to make an application?
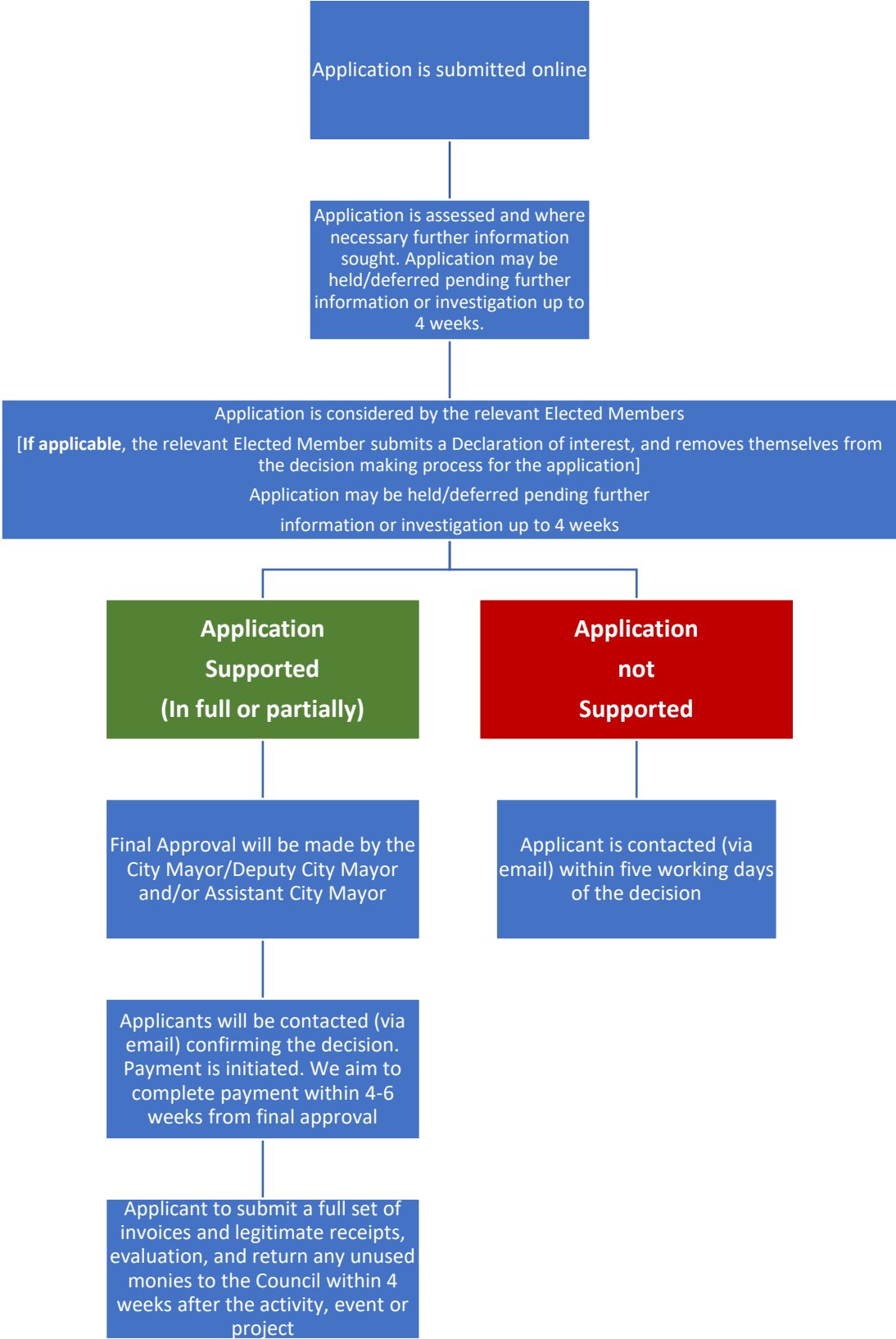
- Applications should be submitted using the Council's Web application form. Please click here to access the application form.

- **All sections of the form must be completed.**

- Having the following information available in advance will assist you when completing the application form:

  - Number of people attending from the ward(s)
  - Number of people attending from outside the ward(s)
  - Number of Volunteers involved
  - Date of the event/activity/project
  - Previous funding received in the past five years
  - Audited accounts (where applicable)
  - DBS information, if working with unsupervised children (under 16) or vulnerable people
  - Risk Assessment
  - Public Liability Insurance (where required)
  - Full breakdown of your expenditure, including costs
  - Full Bank Account details
  - Name and contact details, including date of birth, of the person responsible for the finances.

- **Please note that you may be required to provide additional information, or clarify information submitted in your application, as part of the application and assessment process**.

5. When to apply?

- You should submit your application as soon as possible – especially if it is for an activity, event or project that will take place at a specific time during the year.

- Applications must be submitted a minimum of 6 weeks before the start date of the activity.

- **Remember that funding cannot be made for activities, events or projects that have already taken place (i.e. retrospectively) so it is vital you submit your application in time.**

- It can take up to 6-8 weeks after the submission deadline for decisions to be made. This is to allow sufficient time to make further enquiries relating to the application, if necessary, and to provide an opportunity for the Elected Members to carefully consider the applications before a final decision is made

6. Application process

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Application is submitted online
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Application is assessed and where
necessary further information
sought. Application may be
held/deferred pending further
information or investigation up to
4 weeks.
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Application is considered by the relevant Elected Members

[If applicable, the relevant Elected Member submits a Declaration of interest, and removes themselves from
the decision making process for the application]

Application may be held/deferred pending further

information or investigation up to 4 weeks
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Application
Supported
(In full or partially)
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Application
not
Supported
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Final Approval will be made by the
City Mayor/Deputy City Mayor
and/or Assistant City Mayor
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Applicant is contacted (via
email) within five working days
of the decision
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Applicants will be contacted (via
email) confirming the decision.
Payment is initiated. We aim to
complete payment within 4-6
weeks from final approval
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Applicant to submit a full set of
invoices and legitimate receipts,
evaluation, and return any unused
monies to the Council within 4
weeks after the activity, event or
project
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7. Funding conditions for successful applications

- Funding must only be used for the purpose for which it was awarded, as set out in your application and/or any other agreed conditions approved in writing.

- Full evaluation and proof of expenditure should be submitted within four weeks from the end of the activity, event or project, or as outlined in the outcome email.

- The Council may reject applications for any future funding and/or require you to repay funding and return items purchased with Ward funding if:

    - You do not use the funding for the purpose for which it was issued or for a purpose for which it cannot be used.

    - Your organisation closes, or sells, or transfers, or ceases to carry out the activity, event or project.

    - You significantly change the activity, event or project for which the funding was given without our prior written approval.

    - You have given false or misleading information to us.

    - Full evaluation and proof of expenditure (only legitimate receipts are acceptable) has not been submitted at the end of your activity.

- You must acknowledge the funding we give you in your publicity and other similar literature (where appropriate).

- Funding must not be used for activities, events or projects that would bring the Council into disrepute.

- The Council shall not be responsible for liability to third parties, for any debts or liabilities you incur or that are incurred through any act or omission by you. Any such debts or liabilities shall be your entire responsibility.

- The Council shall not be responsible for the omission of undertaking, and implementing a full risk assessment, and the implementation of the control measures, this is your entire responsibility.

- The Council shall not be responsible for the purchase of the Public Liability insurance, where required this is your entire responsibility.

- **Safeguarding** – where the activity, event or project falls within the definition of a regulated activity relating to children and/or to vulnerable adults, the group/organisation shall ensure that all individuals engaged in the activity, event or project are:

- Subject to a valid enhanced disclosure check undertaken through the

Disclosure and Barring Service (DBS) including a check against the adults' barred list or the children's barred list, as appropriate; and

- Shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out Regulated Activity or who may otherwise present a risk to users.

- A Risk Assessment should be completed for your activity, event or project, and where applicable public liability insurance must be obtained.

8. Where can I get further information?

More information about Ward Community Funding and the application process can be found on the [Ward Community](#) pages on the Council's website.