

The Local Councillor Initiative Fund – Guidance for Applicants

The Local Councillor Initiative Fund enables each Ward Councillor in West Lindsey to put forward proposals for expenditure in their ward to fund projects and initiatives which benefit the local community.

Each Councillor has a budget of £4,000 to be allocated over 2 years beginning in April 2013 and ending in March 2015. It is for each Councillor, on an individual basis, to decide which projects they wish to support. Some may choose to spread their fund widely allocating small sums of money to a large number of projects whilst others may choose to support just one or two larger projects. There is no maximum or minimum figure for each individual grant, this is at the discretion of the Ward Councillor.

If you have a project which you think may be eligible, then discuss it with your Ward Councillor first to see if they are interested in giving it their support. If you are unsure who your Ward Councillor is, a list is attached at the end of this Guidance Note.

Your project will need to meet certain criteria and your group will need to be able to prove that it is eligible to receive public funds. These are detailed below:

1. Criteria and exclusions

All applications submitted will be considered and assessed against how they contribute to the achievement of the Future Priorities and Key Themes of the West Lindsey District Council Corporate Plan 2012-2016. The themes of the Corporate Plan are:

- 1 An accessible and connected District where all have the best opportunities in life to help themselves and others
- 2 A Green District where people want to live and visit
- 3 A prosperous and Enterprising District
- 4 Active, healthy and safe citizens and communities
- 5 The Entrepreneurial Council

Applications for projects which can be demonstrated are supported by the local community through community led plans (i.e. parish plans) will also have an advantage in the selection process.

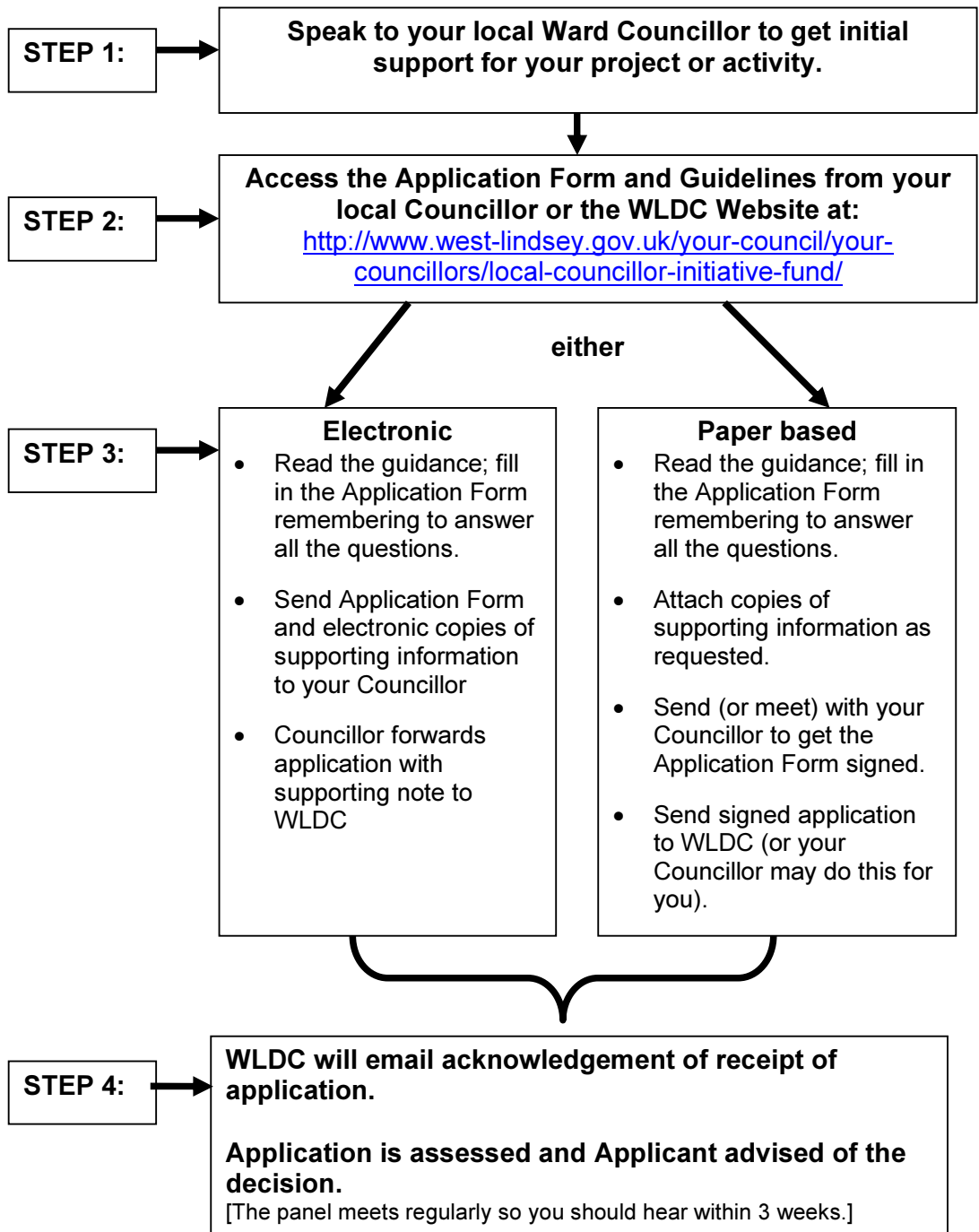
Additional considerations and exclusions: -

- a) The Fund cannot not be used for any political or religious purpose. However, it can be used for a community building/facility which is either owned or managed by a religious group, providing the facility is open and available to all members of the community.
- b) The Fund cannot be used to support individuals or a private business venture.

- c) The Fund is retrospective which means your group has to pay for the goods or works first and reclaim using proof of actual expenditure.
- d) The Fund cannot be used for projects which have already been completed.

2. Application Process

The diagram below shows the stages of the application process:



- a) Applications can be made either electronically or by paper
- b) Receipt of applications will be acknowledged within five working days. It is your responsibility as Applicant to:
 - (i) Obtain all necessary permissions
 - (ii) Comply with all relevant legislation.
 - (iii) Obtain your Ward Councillor's signature on the application form if using a paper application.
 - (iv) Provide a copy of your constitution and bank account details with the application
 - (v) Provide copies of quotations and/or estimates for all single items over £50

Application forms will not be accepted where any of the above have not been met and will be returned to the Applicant.

- c) The application will then be assessed and you will either be made a grant offer or advised that your application has been unsuccessful. Following the return of a signed offer letter, your project may commence.
- d) Once the project has been completed, copies of payment receipts should be forwarded to the Administrator along with a completed Monitoring Form. A site visit/inspection may be made at this stage.
- e) If all the paperwork is in order and any other checks are satisfactory, payment will be made to the applicant body within a maximum of 14 days (via BACS wherever possible).

3. Joint Applications

If more than one Councillor has agreed to support your project, ensure you get the signatures of ALL the Councillors who have offered support before submitting your application.

4. Terms and Conditions of Grant

All grant offers made will be subject to the following standard conditions detailed at (a) – (i) below and any additional specific conditions the Assessment Panel consider appropriate :-

- a) That any other major sources of funding, essential to the project proceeding are secured.
- b) That the project proceeds as set out in the original application or in a revised form which is submitted in writing; approved and revised offer has been made, signed and returned.
- c) That West Lindsey District Council reserves the right to inspect any goods/works before releasing payment.

- d) That payment is made directly to the applicant body, not to an individual.
- e) The payment of the grant is based on the actual costs incurred (including VAT). For applicant bodies who are eligible to reclaim VAT actual costs incurred excludes the VAT element. If the actual costs are less than the quoted costs, the grant will be reduced pro-rata.
- f) That the offer of the grant is formally accepted within three weeks of the date of the offer and any additional conditions within it are adhered to.
- g) Those details of projects which have benefitted from the Fund may and can be featured in West Lindsey District Council's publicity material. The applicant body acknowledges the grant in all other publicity.
- h) The applicant body should be able to complete their chosen project and submit proof of purchase receipts within 4 months.
- i) Should a project not go ahead or does not meet the conditions of the offer, West Lindsey District Council reserves the right to reclaim / not release grant monies.

5. Further information

Information about the Fund, the Application Form and a copy of these Guidance Notes can be accessed from the WLDC website at:

<http://www.west-lindsey.gov.uk/your-council/your-councillors/local-councillor-initiative-fund/>

Completed and signed or endorsed applications should be sent to:

Claire Vessey, Support Officer, The Guildhall, Marshall's Yard, Gainsborough,
Lincolnshire, DN21 2NA

claire.vessey@west-lindsey.gov.uk