

# **St Oswald and Ruyton-XI-Towns Local Joint Committee Community Fund**

## **FINANCIAL PROCEDURES FOR BODIES APPLYING FOR LOCAL JOINT COMMITTEE GRANT MONIES**

### **Closing Dates for Applications:**

**Friday 22 August 2008**

(For consideration at Committee Meeting 2 Oct 2008)

**Friday 19 December 2008**

(For consideration at Committee Meeting 28 Jan 2009)

**Friday 13 February 2009**

(For consideration at Committee Meeting 23 Mar 2009)

Completed forms should be sent to:

James Walton  
Head of Business Support  
Economy and Environment Directorate  
**Shropshire County Council**  
**Shirehall**  
**Abbey Foregate**  
**SHREWSBURY**  
**SY2 6ND**

## **APPLICATION PROCESS FOR GRANT MONIES**

1. Each request for funding by a voluntary organisation or body must be supported by a completed application form, a copy of which is attached at Annexe 1. This will ensure that the local joint committee receives full details about what the project will entail and how the funding will be used to make a difference in the local area, this can then be used as the basis of the committee's decision on funding allocations.

### **Local Joint Committee – Rules**

2. All applications for funding from a Local Joint Committee must demonstrate compliance with the following criteria:
  - Expenditure must be consistent with achieving the aims, objectives and vision set out in District Community Plans, Shropshire County Council Community Strategy, Integrated Community Strategy, Council Corporate Plans and Parish Plans.
  - Expenditure must be within the geographical area of the local joint committee.
  - Expenditure must benefit the wider community which means not just one exclusive organisation or group. For example, it would not be appropriate to make a contribution to a religious group but a contribution to say, improvements to a church hall which is open for bookings from the wider community would be acceptable.
  - The budget must not be spent on mainstream council activities, but can be used to enhance mainstream activities.
  - The budget must not be a displacement of existing council funding. For example, a service cannot be reinstated from the local budget if the council has cut funding for it.
  - Contributions can be made to larger schemes managed by the County Council or Borough Authority with a number of funding sources. The Lead Officer (James Walton) must have confirmation of any third party funding before expenditure can be committed against the whole project.
  - Any organisation making a bid for funding must have a bank account in the name of the organisation to which payment is being made.<sup>1</sup>
  - Any organisation in receipt of monies must be prepared to be properly audited by Shropshire County Council.<sup>1</sup>
  - Expenditure must be in accordance with HM Revenue & Customs rules for Value Added Tax (VAT) and payments to individuals.<sup>1</sup>
  - All expenditure must be supported by invoices.
  - The budget must not be used to grant aid private sector or profit making organisations.
  - Existing Shropshire County Council financial and contract rules must be adhered to.

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<sup>1</sup> Alternatively, a sponsoring organisation must be specified who meet these criteria on behalf of the group.

## Community Fund – Rules

3. All applications for funding from the St Oswald and Ruyton-XI-Towns Community Fund must demonstrate compliance with the following criteria:
  - **The maximum amount of grant that can be allocated to any one application is £2,000. Do not request more than this amount.**
  - **Applications are limited to one per organisation from the Community Fund**
  - **Applications must be for the benefit of residents living within the geographical area of the Local Joint Committee.**
  
  - **The total amount of resources allocated to the St Oswald and Ruyton-XI-Towns Community Fund for 2008/09 is £30,000**
  
4. St Oswald and Ruyton-XI-Towns Community Fund – Judging Criteria
  - Applications that meet the above rules will be considered by members of the St Oswald and Ruyton-XI-Towns Local Joint Committee. Decisions to allocate funds will be made by the elected members of the Local Joint Committee at the public meetings as shown on page 1 by formal vote.
  
  - Applications will be considered against the aims and objectives set out in Shropshire Partnership Integrated Community Strategy, Shropshire Countywide Community Strategy, Oswestry Community Strategy, Shropshire County Council and Oswestry Borough Council Corporate Plans, Oswestry Town Plan and St Oswald and Ruyton-XI-Towns area Parish Plans. **It would be beneficial to the application to highlight those that apply by making reference to them in Section 14 of the application form.**
  
  - The geographical spread of applications may be taken into account when applications are evaluated.
  
5. **Any Questions?**
  - **Questions can be directed to any member on the Local Joint Committee or directly to the lead officer, James Walton**
    - **E-mail** – [james.walton@shropshire-cc.gov.uk](mailto:james.walton@shropshire-cc.gov.uk)
    - **Phone** – 01743 255011
    - **Fax** – 01743 253181

<b>Office Use Only :</b>	<b>Application Number:</b>	<b>Date Received:</b>	
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<b>1. PROJECT TITLE :</b>	
<b>2. LOCATION :</b>	
<b>3. LOCAL JOINT COMMITTEE :</b>	St Oswald and Ruyton-XI-Towns
<b>4. PROJECT START DATE:</b>	<b>COMPLETION DATE:</b>

<b>5. APPLICANT DETAILS:</b>	
Name of Organisation or Group	
Name of Key Contact	
Address	
Postcode	
Tel.	
Fax.	
Email	

<b>6. SPONSORING ORGANISATION DETAILS (If applicable, for items 7 to 10):</b>	
Name of Sponsoring Organisation	
Name of Key Contact	
Address	
Postcode	
Tel.	
Fax.	
Email	

<b>7. TYPE OF ORGANISATION:</b>	
<b>8. REGISTERED CHARITY / COMPANY NO.:</b>	
<b>9. VAT NO.:</b>	

<b>10. BANK ACCOUNT DETAILS</b>	
Bank Name	
Bank Address	
Bank Account Name	
Bank Account No.	
Bank Sort Code	

<b>11. ORGANISATION OR GROUP DESCRIPTION</b> Tell us what your group does, the age range of the people and what sort of group it is. Do any criteria apply to membership of the group?

<b>12. HOW MUCH ARE YOU ASKING FOR?</b>

**13. PROJECT DESCRIPTION**

Please include the overall purpose and aims of the project, the main activities, the amount requested, the total value of the project and what you want the grant to pay for. Where available include quotes or prices available. You must identify where any other funds are coming from.

Breakdown of Costs: £	Funded by: £
	Local Joint Committee Grant (As shown in section 12)
	Other Sources (please specify)

**14. NEED AND DEMAND:****14a. Need:**

*What is the evidence that justifies the project activities? To what extent is the project needed? Will it still take place without the entire grant applied for? What aims and objectives does it meet? (see Section 4, Page 3)*

**14b. Demand:**

*What is the scale of demand for the project activities? Approximately how many people will benefit? Does demand vary across the area of benefit, or by sub groups of clients?*

**14c. Added Value:**

*In what ways will the project be additional to what is already being done to meet needs and overcome barriers? How long will it last? Will other people benefit from this project?*

**15. APPLICANT CERTIFICATION**

I am applying on behalf of ..... to the Local Joint Committee for financial assistance. I confirm that the information supplied above is correct to the best of my knowledge and enclose a letter of support from the Chairman of the Organisation/Sponsoring Organisation.

**SIGNATURE:** .....

**POSITION:** ..... **DATE:** .....