Ward Engagement & Funding Report 2023 – 24

Culture and Neighbourhoods Scrutiny Commission

4th November 2024

From: Lee Warner

Lead director: Sean Atterbury

Useful information

■ Ward(s) affected: All

■ Report author: Adam Lunn / Lee Warner

■ Author contact details: lee.warner@leicester.gov.uk

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1. Purpose of report

1.1 The purpose of this report is to provide an outline of how Ward Funding was spent across the city between April 2023 and March 2024. This report seeks to provide an insight into the variety of projects and initiatives that took place in the wards, and some of those that were important to residents locally.

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2. Summary

2.1 A yearly budget of £18,000 per ward is allocated which can be used to support projects that bring benefits to that ward. The total annual budget for ward funding is £378,000

2.2 There was no carry over of funding from financial year 2022 – 23 to 2023 – 24 as carry over is not permitted during a local election year. In non-election years each ward is permitted to carry over up to 10% of the annual ward budget.

2.3 In 2023/2024 a total of 666 applications for Ward Funding were received. Of these 100 were withdrawn, leaving 566 for consideration. A total of 441 applications were successful in receiving Ward Funding.

2.4 The total amount of ward funding approved for grants for the financial year 2023 – 24 was £353,702.

2.5 A global underspend of £24,298 is carried over to the current financial year, 2024 – 25.

2.6 The report provides further detail on the category and type of grant funded activities delivered, the overall number of volunteers engaged, and the amount of matched funding leveraged.

2.7 Following a presentation of last year's annual ward funding report to the Culture and Neighbourhoods Scrutiny Commission a Scrutiny Task Group was appointed to review the current ward funding arrangements. The Ward Funding Policy has been updated in draft in response to recommendations by the task group.

2.8 A member development session to cover ward funding under the new guidelines is proposed for 25th November 2024, following report back to Culture and Neighbourhoods Scrutiny Commission on 4th November.

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3. Recommendation

3.1 Culture and Neighbourhoods Scrutiny Committee is recommended to note the report on ward engagement and community funding for the year 2023 – 24.

3.2 Scrutint Committee is recommended to consider the draft update to the Ward Funding Policy and to note the supporting tools to assist ward councillors.

5. Report/Supporting information

5.1 The annual ward engagement and funding report is attached as appendix A.

5.2 The proposed communications timeline is as follows:

- 4 November 2024 – Culture & Neighbourhoods Scrutiny (to include annual Ward Funding Report, with note on update to ward funding policy)
- 5 November 2024 – publish updated policy
- Mid-November – Member development session

6. Financial, legal and other implications

6.1 Financial implications

This report presents a summary of how ward funding has been spent across the city for 2023/24. As such there are no direct financial implications associated with this report.
Stuart McAvoy
10th October 2024

6.2 Legal implications

The report is an update report - the Authority is empowered under the Localism Act 2010 to authorise expenditure benefiting local communities. Any ward spending will be subject to the Authority's Constitution including the Authority's Contracts Standing Orders and Financial Regulations, and ensuring all applicable Procurement Rules are complied with and Subsidy Control where relevant.

Mannah Begum, Principal Lawyer, Commercial Legal, Ext 1423
Dated: 09 October 2024

6.3 Climate Change and Carbon Reduction implications

The Ward Funding makes a positive contribution to addressing the climate emergency by funding environmental projects, such as projects to support local biodiversity. In addition, projects with a primarily social purpose can sometimes have a positive climate impact too. For example, projects supporting more active lifestyles and social connections through walking or cycling.

Duncan Bell, Change Manager (Climate Emergency). Ext. 2249
Dated: 14 October 2024

6.5 Equality Impact Assessment

There are no direct equality implications arising from this report as it is for noting, however the funding approved for grants will benefit organisations who provide services for people from across a range of protected characteristics.

Protected groups under the Equality Act are age, disability, gender re-assignment, pregnancy/maternity, race, religion or belief, sex and sexual orientation.

Sukhi Biring, Equalities Officer
Dated: 10 October 2024

Appendix A

Ward Engagement & Funding Report 2023 – 24

Date: 10 July 2023

Author: Adam Lunn

Lead Director: Sean Atterbury

Purpose

The purpose of this report is to provide an outline of how Ward Funding was spent across the city between April 2023 and March 2024. This report seeks to provide an insight into the variety of projects and initiatives that took place in the wards, and some of those that were important to residents locally.

What is Ward Community Funding?

Each of Leicester's 21 electoral wards is allocated a yearly budget of £18,000 which can be used to support projects that bring benefits to that ward. Councillors support a wide a range of activities, events and projects. Councillors also have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

Constituencies

East	South	West
Belgrave	Aylestone	Abbey
Evington	Castle	Beaumont Leys
Humberstone and Hamilton	Eyres Monsell	Braunstone Park and Rowley Fields
North Evington	Knighton	Fosse
Rushey Mead	Saffron	Westcotes
Thurncourt	Spinney Hill	Western
Troon	Stoneygate	
	Wycliffe	

In 2023/2024 a total of **666** applications for Ward Funding were received and of these **100** were withdrawn, leaving **566** for consideration. The table below provides an outline of the number of applications received and of those, the number withdrawn:

Constituency	Number of applications received	Number of applications withdrawn	Number of applications for consideration
East	232	39	193
South	245	35	210
West	189	26	163
Total	**666**	**100**	**566**

Case study

Ward: Castle, Humberstone /Hamilton, Troon.

Amount awarded: £1,000.

Project name: Africafest, Leicester.

Summary of activity/event:

Africafest was a newly formed, one day festival, that aimed to be an invaluable addition to the diverse, Leicester festival culture. Through the shared cultural awareness, understanding, and recognition of the existing African Heritage community in Leicester. The one-day event promoted and showcased local artists, and performers, of all ages, encouraging community cohesion, through expression of Leicester African heritage culture-based activities, and performances.

Outcome:

Africafest was a successful, joint funded event, between Ward funding, the City Mayors fund, and Second Genesis, that took in the city centre, Humberstone Gate, in September 2023. The event hosted sixteen acts and performances of African heritage, and influence. There were eleven market stalls, with African wears, and food to purchase. Health promotion and awareness information was also promoted and available. Fun fair rides, confectionary, and varied street -food stalls where also available at the event. Making the event a diverse cultural event, with a strong African heritage and cultural influence family day out.

The application process

Councillors are supportive of projects that bring benefits to their ward and those that address local priorities. Councillors tend to want to support as wide a range of activities as possible and for this reason do not support many proposals which would take up a large proportion of their funds. To assist with this, Councillors have the flexibility to make local arrangements for their ward to set limits on how much funding can be allocated to each application.

Each application is reviewed against key priorities defined locally by ward Councillors and against predefined criteria ensuring applications do not breach any of the funding conditions as set out within the Ward Funding Policy, as outlined below

What cannot 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)
- <u>Full</u> 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)
- <u>Exclusively</u> 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).

Following the review of each application, Councillors are presented with an assessment, summarising the key points of the application and any additional information received on request. It will include a recommendation to Support or Reject, highlighting the merits and/or limitations of the application, based on officer opinion. Ward Councillors are asked to consider these findings to determine their decisions.

Case study

Ward: Eyres Monsell

Amount awarded: £499.00

Project name: Femina (Polish) Women's Community.

Summary of activity/event:

Femina began as a community exercise and yoga group, for 'mum and tots', (mainly, but not exclusively) for local, isolated Polish women in the community. The aim was to create a safe space to enable local mums to integrate, share experiences, and culture, with other mums in the ward, through basic yoga exercises. Ward funding was awarded towards the start-up costs of the room hire and the purchase of exercise mats.

Outcome:

As a result of receiving the ward funding for the 'start-up' cost, Femina where able to develop its activities, and the services it provides. Femina registered as a CIC (Community Interest Company and secured National Lottery funding to continue to fund the mother and tots' yoga group, and develop new services to support women. In addition to the original Mother and Tots Groups, Femina now provides, Self Defence Classes for Women, Women's Health Sessions, Art, and Crafts Groups, Meet and Chat Groups, Tot's on the Mats, LBT Sessions, and Zumba Classes. Femina hosts Family Sports Days, Festive Celebrations, and is currently Developing its work with older people. From Femina's original beginnings as a small, ward funded community activity, Femina has also developed an interactive website, and a charitable arm to their newly formed organisation.

Ward Engagement Duties

The ward engagement team manage all aspects of ward funding applications, from submission by applicant right up until the final evaluation has been received. Officers also organise and facilitate Ward Community Meetings across the city. Although every day can be different for each Ward Community Engagement Officer, below is an approximate breakdown of time spent on various duties, followed by a brief description.
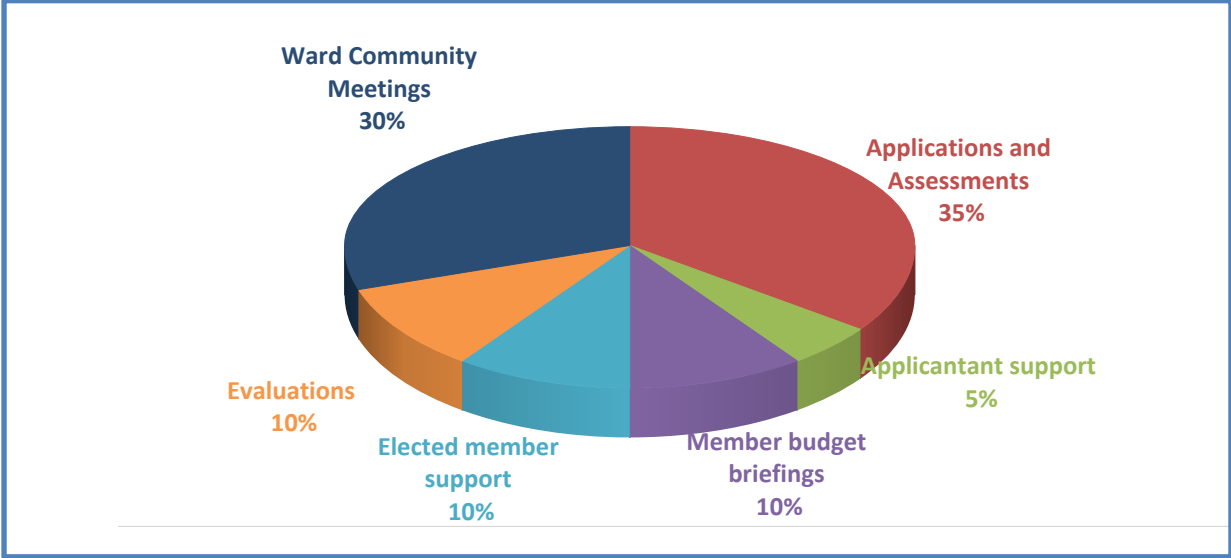
Applicant support

Ward Community Engagement Officers provide one to one support to applicants wanting to apply for Ward Funding. Officers meet with applicants in person, at either Community Centres or Libraries, where they provide advice and support with submitting their application. Officers will discuss the process with applicants along with explaining the requirements needed to meet the criteria and guidelines, including the evaluation stage. Officers also provide support to applicants over the phone and via e-mail.

Assessments

Once an application has been submitted, it will be assigned to the relevant Officer who is responsible for the ward that has been applied to. Officers read through each application and contact the applicant to gather any additional information. Once all necessary information has been received, an assessment is then completed with an overview of the project, and a detailed check that the application meets Ward Funding

Guidelines. Every assessment is peer moderated by another Ward Community Engagement Officer and then group moderated for a final time by all officers.

Budget meetings

There are currently three funding rounds per year (end of January, May and September) and after each funding round, Ward Community Engagement Officers arrange to meet with Ward Councillors to discuss all of the applications over £500 which have been received during the period, ensuring assessments and applications are supplied prior to the meeting. During the budget meeting, Officers and Councillors discuss each application and assessment and confirm their decision. Councillors may ask for additional information to support their decision which may require officers to make further contact with applicants before Councillors can make a final decision.

As one of the recommendations from the Scrutiny Task Group it is recommended to remove the three deadlines for consideration of bids over £500. Instead, these bids would no longer need to wait for one of three deadlines to be considered, removing a delay to decision making and delivery.

Applications under £500 do not need to be considered at a budget meeting. Instead, Officers will e-mail the application and assessment to Councillors. Officers will then monitor the outcome and responses. Once a decision is reached on an application, the Ward Funding database is updated accordingly. All supported applications are listed on a report generated ahead of Executive sign off. Once supported applications have been signed off by the appointed Executive Lead, payments are processed, and Officers send confirmation e-mails to all applicants informing them of the outcome of their application.

Elected Member support

Ward Engagement officers provide support to Elected Members in relation to ward funding applications and their ward budget, Ward Community Meetings, community patch walks and general enquiries about work within their wards.

Evaluations

For every application that has been supported, an evaluation along with evidence of expenditure is required by the stated deadline. If these are not received by the given deadline, Officers follow up with applicants. Applications are only closed once evaluations have been received and receipts and invoices checked to reconcile expenditure for audit purposes.

Ward Community Meetings

Ward Community Engagement Officers discuss venues, dates, and agendas at budget planning meetings with members. Once an agenda is confirmed, Officers will then prepare the agenda and collate necessary updates for each agenda item and then the confirmed agenda will be published accordingly. Prior to the Ward Meeting officers will e-mail members all confirmed attendees and updates and send the budget report which will be presented at the Ward Meeting.

Prior to the Ward Meeting, officers ensure that any necessary actions noted in the previous meetings action log, are followed up and completed, ready to confirm at the Ward Community Meeting. At the Ward Community Meeting officers will support Members at the head table by highlighting any matters to the Chair and take note of any actions, queries, concerns that arise under each agenda item. Officers present the Ward Funding Budget under the agenda item where a breakdown of the funding is presented. Often members of the public have questions on the budget or how they can access funding and so Officers will answer accordingly. After the Ward Meeting, Officers prepare the action log and it is published online. Officers also monitor and track the actions noted.

Case study

Ward: Evington, Spinney Hills & Wycliffe

Amount awarded: £300 (£100 from each ward)

Project name: Creative Writing Workshop and Reading (Ride on Sistas)

Summary of activity/event:

An award-winning Community Cycle Training and Cycling Group that provide women in the St Matthews, Evington, Spinney Hill, and Highfields community the opportunity to learn to ride a bicycle by providing qualified cycle trainers and ride leaders, also supporting returning cyclists with confidence building rides. They ran two online writing workshops and encouraged participants to create a piece of work describing their experience learning to ride. They then held a reading of the work at a Ride on Sistas event with the writers' consent the work was compiled as a PDF which will be available to share and will encourage others to learn to ride and celebrate and normalise cycling within the community.

Outcome:

Ride on Sistas (RoS) has taught so many women to ride and introduced them to the joys of cycling. By their own account this has had a profound effect on the lives of these women and their self-perception. This project allowed the participants to reflect on their achievements and celebrate them and is a powerful tool to encourage more women to take up cycling for health and fitness and to support personal independence.

Successful applications

Between April 2023 and March 2024, out of 566, a total of **441** applications were successful in receiving Ward Funding. The following table provides details of the number of successful applications per constituency:

Constituency	Number of applications received for consideration	Number supported up to £500	Number supported over £500	Total Number of applications supported	Total Number of applications not supported
East	193	90	52	142	51
South	210	86	80	166	44
West	163	90	43	133	30
Total	**566**	**266**	**175**	**441**	**125**

Types of ward funded activity

Ward Funding was provided for a number of local priorities and events determined by ward Councillors. As part of analysing the successful applications, each project/activity was identified under the most appropriate category relative to the purpose of funding. The categories are identified as follows:

Category	Description
Arts /Cultural/Celebration Events	Events that are specified as key cultural aspects, can sometimes be inclusive around religion for example Holi Celebrations, Eid Celebrations, Christmas, and Halloween events that are open and welcome to all.
Community and Social Events	A way of promoting community cohesion, to integrate and network such as family fun days, day trips and lunch clubs.
Developing and Supporting Communities	To meet the current needs of the community, making neighbourhoods stronger and empowering for sustainable development such as mental health advice in school projects, community events and foodbanks.

Education and Improving Skills	Projects that support the community in gaining further skills such as ICT, numeracy and literacy, employability and self-confidence projects.
Environmental Events/Projects	Improving the environment throughout neighbourhoods and communities such as City Warden clean ups, clearing fly tips, litter picking campaigns, and work in Parks with volunteers.
Sports and Leisure	A way of improving health and well-being through sports and leisure such as footballing events, various sporting activities, indoor bowls, knitting clubs, art groups and exhibitions.
Traffic and Highways	Work/initiatives around highway improvements, speeding and raising awareness throughout the community, and traffic safety including installation of bollards.

The table below provides an outline of the number of applications supported across the different types of activity.

	Type of activity							Total
Constituency	Arts & Culture	Developing & Supporting Communities /Volunteering	Education and Improving Skills	Environmental Events/ Projects	Community / Social events	Sports/ Leisure	Other	
East	12	60	15	2	16	20	17	**142**
South	13	85	2	11	22	21	12	**166**
West	11	63	6	5	21	9	18	**133**
Total	**36**	**208**	**23**	**18**	**59**	**50**	**47**	**441**

The following table provides details of the amount of funding awarded in support of activities across the different categories. The total awarded was **£353,702**.

Constituency	Type of activity							Total
	Arts & Culture	Developing & Supporting Communities /Volunteering	Education and Improving Skills	Environmental Events/ Projects	Community / Social events	Sports/ Leisure	Other	
East	£6000	£48,467	£9475	£2800	£12,212	£14,086	£15,504	**£108,544**
South	£8819	£75,011	£750	£7105	£25,573	£16,798	£6841	**£140,897**
West	£8490	£39,989	£5500	£9900	£13,110	£10,580	£16,692	**£104,261**
Total	**£23,309**	**£163,467**	**£15,725**	**£19,805**	**£50,895**	**£41,464**	**£39,037**	**£353,702**

Case study

Ward: Aylestone.

Amount awarded: £1000.

Project name: Old Aylestone Choir.

Summary of activity/event:

The Old Aylestone Choir are a not-for-profit community vocal group for all ages. That meet weekly to sing, and rehearse for community concerts, and festivals. The Old Aylestone Community met for over eighteen years, however, the previous national Covid -19 pandemic restrictions prevented the choir from meeting to sing, and plan for their community events. Consequently, through the inability to meet, and loss of regular subscription payments, the choir disbanded. The lifting of the restriction found some of the original members at a loss as they missed the benefits that being a member of the choir provided. They subsequently, applied for ward funding to assist in re-establishing the choir. The Old Aylestone Choir successfully secured ward funding, towards the cost of room hire, and music scores, enabling the Choir to re-form and to build up their resources once again for a sustainable future.

Outcome:

The Old Aylestone Community Choir, are once again up and running, meeting weekly to sing and rehearse for their summer concert, and festive carol service which in turn support the local community to come together. Funds raised from the events are donated towards the LOROS Charity. The Choir states that the benefits of being a member of the Choir are an improvement to health and well-being of improved circulation, breathing and cerebral activity, and improved posture, and an overall sense of well-being.

Volunteer engagement

The table below provides information about the estimated number of volunteers engaged in organising, coordinating, and delivering ward funded activities.

Constituency	Total volunteers	Number of sessions / Activities	Total volunteer hours
East	1500	2764	3831
South	1375	2863	2697
West	857	3125	2922
Total	3732	8752	9450

Council schemes

Through discussions with residents and Council services, ward specific priorities or issues are often identified. A total of 37 applications for Council led projects/schemes were awarded Ward Funding to a total value of **£52,691** (14% of the total amount of funding awarded) to help address local issues and priorities that could not be funded by core service budgets. The table below provides details of the service areas that received funding in 2022/23.

Service area	Number of schemes	Amount of funding
City Wardens	7	£12,469
Festivals/Events	1	£2,000
Highways/Transport	2	£2,030
Housing	2	£9,815
Libraries	20	£15,090
Parks	5	£10,287
Total	**37**	**£51, 691**

Declared 'Other Sources' of Funding

As part of the application process, applicants show how the projects/activities are supported through other sources of funding. In total £339,708 of matched funding was leveraged through the Ward Funding scheme. On average, for every £100 of ward

funding granted, an additional £96 was leveraged through matched funding. The table below shows the matched funding by constituency area:

Constituency	Amount
East	£54,087
South	£232,693
West	£52,928
Total	£339, 708

Culture and Neighbourhoods Scrutiny Review

The Culture and Neighbourhoods Scrutiny Committee developed a task group to look into the ward funding process. The group made recommendations to make the process of applying for, and the allocation of ward funding clearer, more efficient and allocated more effectively to provide optimal benefit to the ward and value for money. At the informal meeting on 20 February 2024, members endorsed the following set of proposed recommendations:

a) That wording be added to the Ward Community Funding Policy to clarify that:

1. Applications demonstrating self-sustainability, value for money and in particular the use of match funding are highly encouraged.
2. The size and resources of the applicant are likely to be considered when determining the merits of a grant application.
3. New applicants (within each financial year) will be prioritised to support as many different community organisations as possible.

This guidance will help officers to present information on bids back to Councillors on the assessment form.

b) That information in the guidance to let applicants know where they can find support be made clearer and moved to Section 2, to encourage applications from groups who are not used to the process.

c) To provide tools for Councillors to establish Ward priorities – the budget setting sheet, and to include a prompt for officers to assess bids against ward priorities where these have been set.

d) For prompts to be added to the Assessment Form template for officers to record the size/resources/financial standing of applicants – to enable Ward Councillors to assess the status and resources of different organisations.

e) Ward Community Engagement Officers to encourage information for larger bids to be more detailed.

f) Following any changes made, training be given to Ward Councillors on the new procedures.

g) That the current three deadline dates for considering applications over £500 be dropped.

In response to the recommendations an updated Ward Funding Policy has been produced to reflect the recommendations.
In addition, an updated assessment spreadsheet provides additional information and assessments to better support councillors in their decision making.
The updated documents are provided for review, with a recommendation the Policy be published following the meeting of Culture and Neighbourhoods Scrutiny Committee on 4th November.

Appendices
  A. Ward Community Fund Policy (draft update)
  B. Assessment template (updated)

APPENDIX A: Ward Community Funding Policy

DATE: November 2024

Ward Community Funding Policy

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 year first time applications will be prioritised to support as many different community organisations as possible. However, repeat applicants 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?

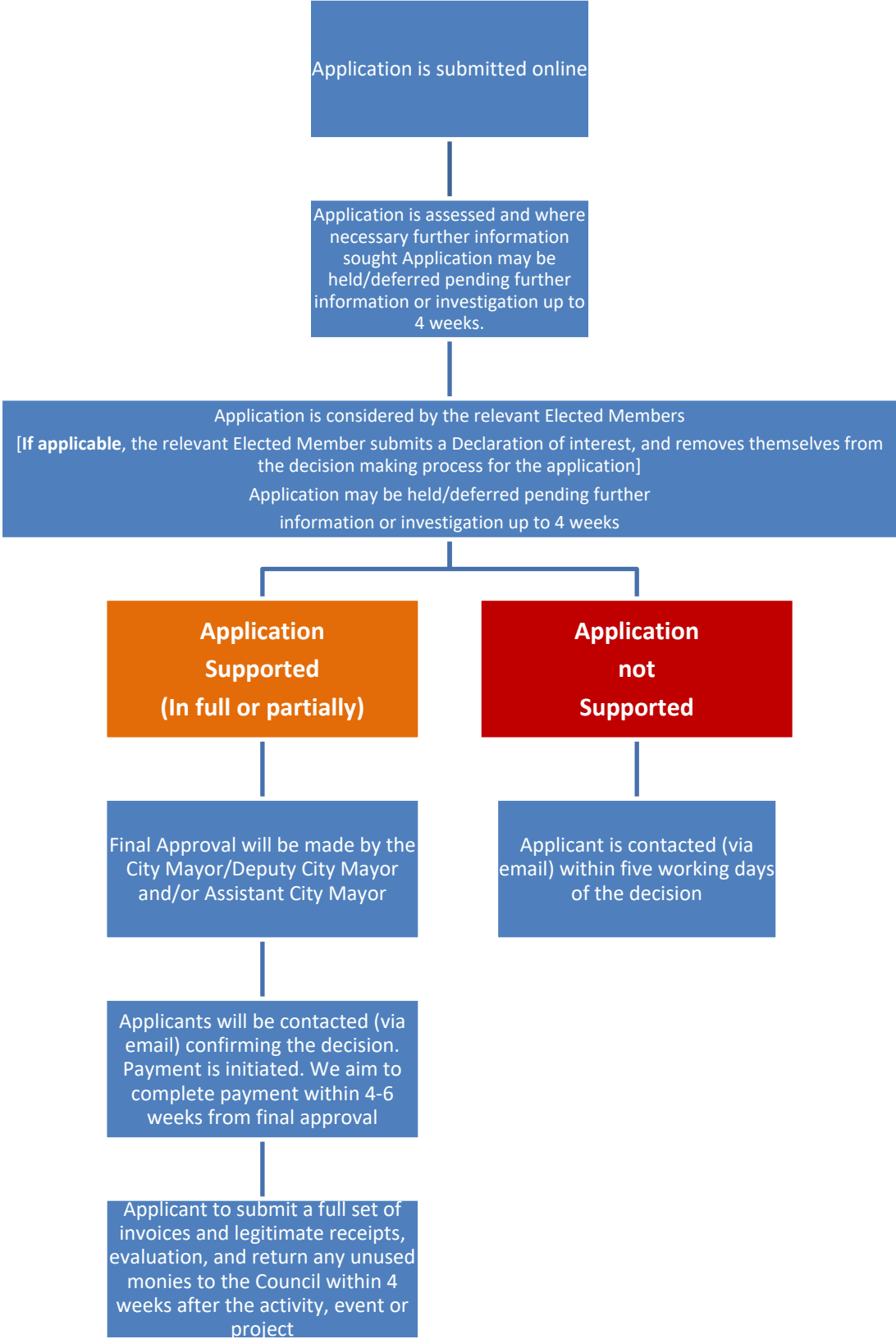- Applications should be submitted using the Council's Web application form. Please click here to access the application form.

- **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 should 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

Application is submitted online

Application is assessed and where necessary further information sought Application may be held/deferred pending further information or investigation up to 4 weeks.

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

Application
Supported
(In full or partially)

Application
not
Supported

Final Approval will be made by the City Mayor/Deputy City Mayor and/or Assistant City Mayor

Applicant is contacted (via email) within five working days of the decision

Applicants will be contacted (via email) confirming the decision. Payment is initiated. We aim to complete payment within 4-6 weeks from final approval

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

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 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.

Appendix B: Assessment Template (updated)

WARD FUNDING APPLICATION ASSESSMENT

Application Number: <mark>FS</mark>

To	
Ward(s) applied to	
From	
Cc	Area Manager
Name of Applicant	
Name of Project /Activity /Event	
Amount Requested	
Date or Timescale for Delivery	
Date of Application	
Date of Assessment	

Type of org.	**Estimated number of attendees**		**No. of Volunteers**	**Balance as per accounts**
	From Ward(s)	**From City**		

Recommendation
Ward Councillors are recommended to **Support/Reject** this application on the assessment provided by the Ward Community Engagement Officer as summarised below.

Assessment
Policy considerations: The application does/does not breach Ward Funding Policy. The application does/does not potentially bring the council into disrepute. There are/are no potential liability considerations.

(Assessment Guidance for Ward & Community Engagement Officers)

This application does not appear to breach Ward Funding policy. <mark>However….</mark>

Ward Councillors are asked to consider the application with this in mind.

(Do not use as headers but as guidance to find out more and include)
- Breakdown of residents per ward for joint applications, with postcodes if possible
- Cost per person / value for money?
- Verification of details and facts in application
- Does similar activity exist in ward?
- Test equality and fairness
- Confirm plans for becoming self-sustaining, how is this demonstrated?
- **Does this align with ward councillors priorities where these have been set?**
- **Consider size/resources/financial standing of organisation**

Total ward funding received in the last 5 years:

No.	Assessment Questions	Yes	No	N/A	Comments
1	Does the applicant have a constitution?				
2	Does the applicant have audited accounts for the previous financial year? *If Yes, are there concerns?*				
3	Has the application been checked for red flags or concerns?				
4	Has the applicant had any other funding including **public** funds as part of this application?				
5	Are there any outstanding evaluations for previously awarded funding?				
6	Has this activity received Ward Funding in the current financial year?				
7	Will participants be charged or be asked for donations, including subscriptions/memberships? If Yes how much				
8	Will the applicant complete a Risk Assessment and take responsibility for actions?				
8.1	Will the applicant purchase Public Liability Insurance?				
9	Are there any concerns involving Safeguarding?				
10	Will the funding be used for				
10.1	Ongoing staffing costs?				
10.2	Full costs of infrastructure, running or capital costs?				
10.3	Is the organisation VAT registered? If yes will they be recovering VAT?				
10.4	Any liability arising out of illegality or negligence?				
10.5	Any form of gambling except small fundraising activities such as bingo or raffle?				
10.6	Wholly religious activity or an activity that seeks to promote a faith or belief as their main purpose?				
10.7	Political activity?				

10.8	An activity that has already taken place?				
11	Will the event/project go ahead without funding?				
12	Does the application or activity meet the Council's Public Sector Equality Duty?				
13	Has the applicant or activity been given due consideration in line with PREVENT guidance?				
14	Is the application for funding for a cultural celebration? *If Yes, is it open to whole community?*				
15	Will the event/project attract people from the whole community? *If No, please state who it is for*				
16	Have the necessary permissions been obtained from LCC for the event/project? *If so from which service(s) / officer?*				
17	How will the activity be publicised?				
18	Which age group does the event/project target?				
19	Is the applicant a statutory public service? *If Yes is this programme part of your mainstream work?*				
20	Is the applicant a local or national group?				