

Local Joint Committee APPLICATION FORM

PLEASE CONTACT YOUR LOCAL COMMUNITY REGENERATION OFFICER FOR HELP AND SUPPORT IN COMPLETING YOUR APPLICATION - CONTACT DETAILS AT THE END OF THE FORM

PLEASE STATE THE LOCAL JOINT COMMITTEE YOU ARE APPLYING TO:			
1. PROJECT TITLE :			
2. LOCATION OF PROJECT ACTIVITY:			
3. PROJECT START DATE:		4. COMPLETION DATE:	
5. APPLICANT DETAILS:			
Name of Organisation or Group			
Name of Key Contact			
Contact Address			
Postcode			
Telephone			
Email			
6. TYPE OF ORGANISATION:			
7. REGISTERED CHARITY/CO NO.:			
8. VAT NO.:			

9. BANK ACCOUNT DETAILS

Bank Name	
Bank Address	
Bank Account Name	
Bank Account No.	
Bank Sort Code	

10. PROJECT DESCRIPTION

Include the overall purpose and aims of the project and the main activities.

--

11. NEED AND DEMAND:

What is the evidence that justifies the project activities? To what extent is the project needed? Detail any consultation you have undertaken. What is the scale of demand for the project activities? Does demand vary across the area of benefit, or by different groups of people?

12. ADDED VALUE

In what ways will the project be additional to what is already being done?

13. FINANCIAL INFORMATION:

please complete the table on the next page, giving as much detail as possible on the costs and funding required for your project activity.

14. APPLICANT CERTIFICATION:

I am applying on behalf of my organisation 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 the Minutes from the meeting that approved the bid / letter of support from the Chairman of the group / organisation.

SIGNATURE:

POSITION: **DATE:**

FINANCIAL INFORMATION: to be completed by all applicants

<p>Project Costs: List anticipated items of expenditure below</p>	<p>£</p>	
<p>TOTAL PROJECT COSTS</p>		
<p>Project Funding: List anticipated project income or grant funding including any contributions in kind</p>	<p>£</p>	<p>Confirm status of funding eg: Secured/unconfirmed/ applied for etc</p>
<p>TOTAL PROJECT FUNDING</p>		
<p>Please confirm how much funding you are seeking from the Local Joint Committee?</p>		
<p>Depending on budget pressures the Local Joint Committee may need to consider a reduced offer of funding. Please describe what the impact on your project activity would be if less funding were available.</p>		
<p></p>		

Local Joint Committee APPLICATION FORM

PLEASE CONTACT YOUR LOCAL COMMUNITY REGENERATION OFFICER FOR HELP AND SUPPORT IN COMPLETING YOUR APPLICATION - CONTACT DETAILS AT THE END OF THE FORM

APPLICATION GUIDANCE

Please refer to the Local Joint Committees Financial Guidance notes prior to completing your application. These can be found on the Council's website www.shropshire.gov.uk/localcommittees

The Community Working team will be able to provide you with help and guidance in completing this form and will confirm any closing dates for receipt of applications.

You should return your completed application form to the Community Working team who will ensure it is passed through to your Local Joint Committee.

The Community Working team can be contacted on

communityworking@shropshire.gov.uk

or by telephone to the following area offices:

Central Area	01743 253077
Southern Area	01746 713245
Northern Area	01939 237430

They will confirm the name and contact details of your Lead Officer and your local Community Regeneration Officer, who will then contact you to discuss your project and any potential funding opportunities.

LOCAL JOINT COMMITTEES

FINANCIAL PROCEDURE NOTES

With Effect from 4th June 2009

LOCAL JOINT COMMITTEES

FINANCIAL PROCEDURE NOTES

BACKGROUND

1. Shropshire's Local Joint Committees are a new way of working together with local councils and local people around the county. Local Joint Committees will encourage people to get more involved in decisions about their local community. Each Local Joint Committee has a small budget to allow them to take action over local issues.
2. Local Joint Committees are designed to give local people more of a say in the things that matter to their community. Specifically they will allow local people to:
 - Get involved with democracy at a local level – have a say about decisions that affect your community.
 - Have access to decision makers and get them to explain their decisions and report back on progress made.
 - Influence ways in which some money can be spent in the community.
3. There are 28 Local Joint Committees across the county and whilst each might run slightly differently to reflect the local area, they all give local people the same opportunities:
 - To get items which are important to them on to the agenda.
 - To discuss issues, and to get information from the councils and other organisations such as the Police or Primary Care Trust.
 - To see local decisions made in an open and transparent way.
 - To influence spending decisions locally and at the county wide level.
4. Local Councillors from Shropshire Council and the parish and town councils from the local area will have voting rights when it comes to making decisions. Local people will be able to discuss local issues, raise concerns, ask questions about local services and call service providers to account. Other organisations, like the Police, Fire and Rescue Service or the Primary Care Trust could be invited to the meetings to provide information.
5. Each Local Joint Committee has a delegated budget. The amount allocated to each Committee is calculated based on the population served by the Committee. The budgets have then been adjusted by a sparsity factor to recognise that delivering services in large geographical areas with fewer people is frequently more costly than in highly populated, tightly focussed areas.
6. The Committees can use their budgets for a variety of purposes. They can seek to enhance service provision within their area. They can fund the implementation of neighbourhood and parish plans and they can offer grants to small scale local projects through a Community Chest scheme.
7. Despite the budgets being reasonably small it is important that there are clear and robust financial procedures in place concerning the spending of these budgets. These procedures are set out in this document.

LOCAL JOINT COMMITTEES
FINANCIAL PROCEDURE NOTES

APPLICATION PROCESS FOR GRANT MONIES

Where the budget is to be made available to third party applicants the following process will apply.

1. Each request for funding by a voluntary organisation or body must be supported by a completed application form. The application form is available from the website or your Community Regeneration Officer. Contact details are provided at the end of this guidance note.
2. The application form must be completed to 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.
3. Your local Community Regeneration Officer will be able to offer support and guidance in the completion of the form prior to it be submitted to the Committee for consideration.
4. Applications must demonstrate compliance with the following criteria:
 - Expenditure must be consistent with achieving the aims, objectives and vision set out in Shropshire's Sustainable Community Strategy, the Council's Corporate Plans and local Neighbourhood or Parish Plans.
 - Expenditure must be for activity within the geographical area of the Local Joint Committee.
 - Expenditure must benefit the wider community and 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 in the previous 3 years.
 - The budget should not be used to meet staffing costs of an organisation.
5. Contributions can be made to larger schemes with a number of funding sources. The applicant must confirm the status of any third party funding before incurring approved Local Joint Committee expenditure on the whole project.
6. Any organisation making a bid for funding must have a bank account in the name of the organisation to which payment will be made.
7. All claims for expenditure must be supported by invoices.
8. Any organisation in receipt of approved monies from the Local Joint Committees must be prepared to be audited by Shropshire Council.

LOCAL JOINT COMMITTEES

FINANCIAL PROCEDURE NOTES

FINANCIAL MANAGEMENT OF THE LOCAL JOINT COMMITTEE BUDGET

1. The budget holder is the Lead Officer for the Local Joint Committee. Reports will be presented to the Local Joint Committee, by the Lead Officer regarding the proposed area of spending.
2. The Lead Officer will lead the primary appraisal of applications, seeking appropriate legal and financial advice. Advice will also be taken from the service directorate on the implications of any proposals as appropriate.
3. Overspends must be met by the body/service directorate responsible for the service delivery.
4. Underspends will be carried forward for use by the Local Joint Committee **only** with agreement from the Council's Director of Resources.
5. The Local Joint Committee cannot commit more than the current year's budget allocation.
6. The budget must not be used to grant aid private sector or profit making organisations.
7. The budget must not be used to fund costs amounting to administration of the Local Joint Committees e.g. room hire and members expenses.
8. Expenditure must be in accordance with HM Revenue & Customs rules for Value Added Tax (VAT) and payments to individuals.
9. Existing Shropshire Council financial and contract rules must be adhered to.
10. There will be no budget virements to or from Local Joint Committee budgets.

PAYMENTS TO ORGANISATIONS

1. Once a grant has been approved by the Local Joint Committee the applicant will be informed in writing by the Lead Officer.
2. The Lead Officer will authorise payment directly into the organisations bank account following approval of any grant. The applicant will be required to provide proof of expenditure upon request and may be subject to audit by the Council.
3. Grant recipients will be asked to provide an update report to the Local Joint Committee, within 12 months of receipt of the funding.
4. Any organisation in receipt of approved monies from the Local Joint Committees must acknowledge this support in any publicity.

LOCAL JOINT COMMITTEES
FINANCIAL PROCEDURE NOTES