

Bury St Edmunds Town Council Locality Budget Scheme Rules

Criteria and Guidance for Councillors and Officers

1 Locality Scheme purpose

Locality budgets have been created to provide funding for local community projects, activities and initiatives allocated by the relevant ward councillor. The aim is to connect the Town Council directly with its residents.

- 1.1 A budget is allocated to each councillor for each current financial year (April to March).
- 1.2 Funding can be used for new or existing, small scale, community project or, initiatives - or for activities carried out by community groups or for the benefit of the community in the councillor's own ward.
- 1.3 As well as using the locality budget to support a project in his or her ward, funding can be applied jointly with other ward councillors for community initiatives. These might be events which will benefit or enhance the environment or for the wellbeing of the town's residents overall.
- 1.4 Councillors should satisfy themselves that the project, initiative or activity being funded would improve the community or local environment and enhance the quality of life for local residents. The project or activity should also have wider community support.
- 1.5 The funding must be used by community groups or for the community. (Note: Community groups are defined as groups or organisations which are not public or local authorities, or businesses operated for profit.) The activities of the applicant community group will be primarily for the benefit of the local community. The way in which groups demonstrate community benefit will vary depending on their legal objective and structure; it; not all will, for example, have charitable status.
- 1.6 Councillors may suggest to the applicant any changes to a project, initiative or activity that does not meet the Locality Criteria in order to enable it to come within these Criteria.
- 1.7 Funding of events: – these should demonstrate clearly the long-term benefit to the community that would continue after the event is completed. These might be the formation of a new community group, stronger links within the community or greater resident involvement in local activities after the event.
- 1.8 Locality budgets should not normally be used to fund events that generate their own revenues, for example through ticket sales, admission fees, sales of goods or services within the event. The object should not be a commercial one; the aim should be to not make a 'profit' but to be for community benefit.
- 1.9 Locality budgets may not be used to contribute to the maintenance or improvement of churches or church premises.

2 Essential Criteria

The scheme is governed by criteria to ensure that the funding has an impact on the quality of life for residents in the ward and ensures integrity, value for money, accountability and fairness in the application of the rules.

Councillors are responsible for, to their own satisfaction, that the following essential criteria have been met and by using a checklist included in the funding application form.

- 2.1 The funding awarded must be at least £50.
- 2.2 The funding must go to a community group, NOT to an individual, public body, profit-making organisation or national charity. Exceptionally, payment may be made to a public body where the project or initiative is to improve the environment or locality and that such funds would augment the normal provision.

- 2.3 The granting of the funding is for a specific project and does not imply an ongoing commitment by the Council to further resources.
- 2.4 Funding will not be granted if the project or activity being funded has already taken place.
- 2.5 The project or activity is to promote communities working together and to result in greater community involvement in a project. The aim should be for community and group integration in new or stronger ways.
- 2.6 The project or activity if possible, should be diverse. It must not discriminate against people from different backgrounds, ethnicity, religion, special needs, cultures, nor those with learning difficulties, diverse sexual orientation, gender, age, or disability.
- 2.7 The funding should be used by the community group during the 12 months following receipt or should be paid back in full.
- 2.8 Care must be taken by Councillors that the payment to the community group would not result in fraudulent or illegal activity or any activities which would bring the council into disrepute.
- 2.9 Councillors should satisfy themselves that the community group:
 - 2.9.1 has a constitution, with a management committee, which is responsible for ensuring that the community group carries out its aims and objectives
 - 2.9.2 does not have existing funds or significant unallocated/uncommitted reserves that could fund the project or activity, demonstrated by the community group submitting a trading account and balance sheet for the last financial year, with savings accounts or bank statements as applicable.

3 How the scheme works

- 3.1 Councillors should publicise the Locality Budget scheme in their wards to a wide variety of community groups and contacts.
- 3.2 Community groups should make their funding needs known to Councillors.
- 3.3 Councillors are to request supporting information from community groups about projects which may be eligible for locality budget support.
- 3.4 Councillors are to consider community groups' funding needs against the purpose of the scheme and essential criteria.
- 3.5 Where projects meet the scheme's purpose and essential criteria, Councillors should complete a formal assessment on the application form, recommending the funding of a project or activity and providing the necessary supporting information. Councillors may propose changes to a project to meet the scheme's criteria and should discuss this possibility with Town Council Officers.
- 3.6 Where a Councillor believes they have a pecuniary or non-pecuniary interest in the community group, the approval of the Council Chairman or Vice Chairman must also be obtained and the position recorded on the application form
- 3.7 Councillors should then pass completed application forms, with supporting information, to the Town Council Officers. This can be done at any time throughout the financial year.
- 3.8 The Officer will then consider the information provided on the form and will check with the RFO that sufficient funds are available.
- 3.9 If everything is in order, the Town Clerk will authorise the payment. The Council will inform the Ward Councillor, inviting them to let the community group know that the funding has been approved.
- 3.10 The RFO will write to the community group asking for confirmation that the funding will be spent on the intended purpose and ask them to provide their payment information (BACS transfer) and to agree to publicity.
- 3.11 The community group will return its confirmation form and the RFO will arrange for payment to be made.

- 3.12 Once the project has been completed, the community group is to contact the RFO confirming that the money has been spent and provides evidence of expenditure.
- 3.13 Councillors liaise with the community group and the Town Clerk to publicise the award and outcome of the locality funding.

4 Further details

- 4.1 Council Officers will ensure that the criteria and purpose of the scheme are met and provide advice to ward Councillors.
- 4.2 If the Clerk is unsure whether the application meets the scheme's purpose and/or criteria, or the Councillor who originated the application is unhappy with the decision of the Clerk, the matter will be considered by Full Town Council which will make the decision on the issue.
- 4.3 Councillors may check the funds available in their locality budget at any time by contacting the RFO.
- 4.4 At the end of the financial year unallocated funds may not be carried forward as part of the locality scheme and will return to general reserves
- 4.5 If a by-election is held, the remaining locality budget will be automatically transferred to the newly elected Councillor for that ward. If, in the event of a vacancy, there is no by-election nor a co-option, any remaining money in the locality budget for the vacant seat will be reserved for that financial year, until a member is elected or co-opted to ensure that the money is not lost to that ward.
- 4.6 Details of locality budget spending will be published regularly on the Bury St Edmunds Town Council website.

**BURY ST EDMUNDS TOWN COUNCIL
LOCALITY BUDGET APPLICATION FORM FOR MEMBERS USE**

Councillors should complete and submit this form, either electronically or in hard copy. Note: all text boxes will expand as required.

Councillor's Name	Click here to enter text.
Ward	Choose an item.

Name of project:	Click here to enter text.
Name of group:	Click here to enter text.
Contact name and role:	Click here to enter text.
Has the contact given consent to their details being given to the Council so that we can contact them? (If 'No', please gain the contact's consent before proceeding with this application)	Choose an item.
Address:	Click here to enter text.
Landline:	Click here to enter text.
Mobile:	Click here to enter text.
Group's email address:	Click here to enter text.

FULL DESCRIPTION OF APPLICATION

<p>A full description of the project is required including the anticipated timescales, information which has been supplied by the group should be included within the 'supporting information' section following your discussion with the group. The community group requesting funds should give further details on their general activities as well as their aspirations for the project or event.</p>	Click here to enter text.
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WHAT OUTCOMES WILL THE FUNDING ACHIEVE?

1. Enabling communities	Choose an item.
Enabling the community – Explain how the community is enabled to do more for themselves as a result of this project.	Click here to enter text.
2. Building relationships	Choose an item.
Building relationships – Explain how the event or project will build stronger relationships in the community.	Click here to enter text.
3. Encouraging new connections	Choose an item.
Encouraging new connections – Explain how the event or project will make new connections between residents within the community.	Click here to enter text.
4. Other	Choose an item.
Please explain what other outcomes will be achieved.	Click here to enter text.

WHO WILL BENEFIT?

You should detail an overview of who will benefit from the project, approximate ages and numbers as well as where they are from.	Click here to enter text.
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Amount to be paid from your locality budget (<i>minimum £50</i>)	Click here to enter text.
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BREAKDOWN OF COSTS

This should include a breakdown of costs so that it is clear what the funds will be spent on	Click here to enter text.
Is any match funding available? (If Yes please specify where this is coming from)	Choose an item.
Do you have a pecuniary or non-pecuniary interest in this group?	Choose an item.
What supporting information has been obtained from the group to enable you to make a judgement regarding the suitability for funding? (Please attach a copy of this information to this form)	Click here to enter text.

EVALUTION

The community group should be asked how they intend to evaluate the activities and then feed them back to the Members. It is also important that groups can demonstrate a lasting impact for one-off community events.

Please provide details of how the project will be evaluated, how it will become sustainable and what the lasting impact will be.	Click here to enter text.
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Funding can only be made available for projects or activities that meet the following essential criteria.

Please cross each box if you are satisfied that the project or activity you are proposing to support meets the criteria:

The payment is at least £50	<input type="checkbox"/>
The funding must go to a community group, NOT an individual	<input type="checkbox"/>
The granting of the funding is a one-off and does not imply an ongoing commitment by the Council or have a revenue implication for the Council	<input type="checkbox"/>
The activity being funded has not already taken place	<input type="checkbox"/>
The project or activity promotes communities working together and does not unfairly discriminate against people from different backgrounds	<input type="checkbox"/>
The funding can be used by the community group during the 12 months following receipt	<input type="checkbox"/>
As far as you are aware, making the payment to the community group would not result in fraudulent or illegal activity or any practices would bring Bury St Edmunds Town Council into disrepute.	<input type="checkbox"/>

Name	Click here to enter text.
Date	Click here to enter a date.

By submitting this form, you are implicitly signing it.