



Notice of meeting of

Executive Member For Neighbourhood Services and Advisory Panel

To: Councillors Bowgett (Chair), Ayre (Vice-Chair), Holvey, Potter, Taylor, Waller (Executive Member), B Watson and Watt

Date: Friday, 11 April 2008

Time: 5.00 pm

Venue: The Guildhall

AGENDA

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Panel's remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is **Thursday 10 April 2008, at 5:00 pm.**

3. Reference back from Scrutiny Management Committee (Calling-in): Ward Committee Local Improvement Schemes Grant Applications (Pages 3 - 38)

This report asks the Executive Member and Advisory Panel, to reconsider the decision taken by the Executive Member on 19 March 2008 in respect of Ward Committee Local Improvement Schemes Grant Applications, which was called in and has now been referred back by the Scrutiny Management Committee (Calling-in), with recommendations.

4. Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officer:

Name: Fiona Young

Contact details:

- Telephone – (01904) 551027
- E-mail – fiona.young@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

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- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

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If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
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**Meeting of Executive Member for
Neighbourhood Services and
Advisory Panel**

11 April 2008

Report of the Head of Civic, Democratic and Legal Services

**Reference back from Scrutiny Management
Committee (Calling-in): Ward Committee Local
Improvement Schemes Grant Applications**

Summary

1. This report sets out the decision of the Scrutiny Management Committee (SMC) (Calling-in) in respect of a called-in decision made by the Executive Member for Neighbourhood Services on Ward Committee Local Improvement Schemes Grant Applications. The Executive Member, in conjunction with the Advisory Panel, is asked to re-consider the original decision in the light of the results of the calling-in.

Background

2. The original decision of the Executive Member was taken at the Executive Member and Advisory Panel (EMAP) meeting held on 19 March 2008. On being called in, the decision was considered at a meeting on 31 March 2008 by the SMC (Calling-in), which decided:

“That Option B be approved and the decision referred back to the Executive Member, with a recommendation that a final decision on the proposed changes to the Ward Committee local improvement schemes grant application process be deferred until such time as the forms and guidance notes had been sufficiently revised to enable Members to give them proper consideration.”

Draft minutes of the SMC (Calling-in) meeting, setting out the above decision, are attached as Annex A to this report. The original decision of the Executive Member, as it appears on the published decision list, is attached as Annex B and the Officer report on which that decision was based is attached as Annex C.

Consultation

4. Consultation arrangements in respect of the proposals to alter the grant application process are set out in paragraph 8 of Annex C to this report.

Options

5. The following options are available to the Executive Member:
 - (a) to confirm the original decision made at the meeting on 19 March 2008;
 - (b) to accept the recommendations of the SMC (Calling-in), as set out in paragraph 2 above.

Analysis

6. Members need to consider the reasons for call-in and the basis of the decision made by the Executive and form a view on whether there is a basis for reconsideration of that decision.

Corporate Priorities

7. Details of the way in which Ward Committee local improvement schemes support the Council's Corporate Strategy and contribute to the Corporate Priorities are set out in paragraph 11 of Annex C to this report.

Implications

8. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to re-consider the original decision of the Executive Member in the light of the recommendations of the SMC (Calling-in):
 - **Financial**
 - **Human Resources (HR)**
 - **Equalities**
 - **Legal**
 - **Crime and Disorder**
 - **Property**
 - **Other**

Risk Management

9. There are no risk management implications associated with the re-consideration of this matter.

Recommendations

10. The Executive Member is asked to consider the recommendations of the SMC (Calling-in) and decide whether to confirm the original decision or accept the recommendations and amend the decision accordingly.

Reason:

In accordance with the legal and Constitutional requirements for dealing with called-in decisions.

Contact details:

Author:

Fiona Young
Principal Democracy Officer
01904 551027
email:
fiona.young@york.gov.uk

Chief Officer Responsible for the report:

Quentin Baker
Head of Civic, Democratic and Legal Services

Report Approved **Date** 2/4/08

Specialist Implications Officer(s) None

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A – draft minutes of the meeting of the SMC (Calling-in) – 31 March 2008

Annex B – decision of the Executive Member – 19 March 2008

Annex C – report to Executive Member and Advisory Panel – 19 March 2008

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City of York Council

Committee Minutes

MEETING	SCRUTINY MANAGEMENT COMMITTEE (CALLING IN)
DATE	31 MARCH 2008
PRESENT	COUNCILLORS BLANCHARD (VICE-CHAIR), KIRK, R WATSON, MOORE, SIMPSON-LAING, SCOTT AND TAYLOR
IN ATTENDANCE	COUNCILLOR GALVIN (AS CALLING-IN MEMBER)

10. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Cllr Taylor declared a prejudicial interest in agenda item 4 (Called-in Item: Ward Committee Local Improvement Schemes Grant Applications), as a member of the Advisory Panel that had advised the Executive Member on the original decision on this item, and having expressed a view at the EMAP meeting. He remained in the room during the discussion on this item and participated in the debate, but did not take part in the vote.

11. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

12. MINUTES

RESOLVED: That the minutes of the Scrutiny Management Committee (Calling In) meeting held on 21 December 2007 be approved and signed by the Chair as a correct record.

13. CALLED IN ITEM: WARD COMMITTEE LOCAL IMPROVEMENT SCHEMES GRANT APPLICATIONS

Members received a report which asked them to consider the decision taken by the Executive Member for Neighbourhood Services, at a meeting of the Executive Member and Advisory Panel (EMAP) on 19 March 2008, on proposed changes to the grant application policy for Ward Committee Local Improvement Schemes.

The Executive Member's decision had been included on the decision list published on the Council's website after the EMAP meeting, a copy of which was attached as Annex A to the report. The original report, on which the decision had been based, was attached as Annex B. In summary, the Executive Member had decided to approve the proposed changes to the grant application policy, subject to some minor amendments and the preparation of an abbreviated form for schemes under £500. That decision

had been called in by Cllrs Gillies, Galvin and Watt, for the following reason:

“We feel that the new rules etc. will inhibit smaller community groups from applying and in more general terms we think it to be very bureaucratic and [that] it almost takes away some discretion of Ward Members.”

Members were invited to consider the following options in respect of the called-in decision:

Option A – to confirm the decision of the Executive Member

Option B – to refer the decision back to the Executive Member for them to re-consider or amend it in part.

Cllr Galvin addressed the meeting on behalf of the Members who had called in the decision. He commented that the application form and guidance for Ward Committee grants appeared designed to inhibit smaller groups from applying for small amounts and was too prescriptive and bureaucratic. Providing the necessary advice on the forms would unduly increase the workload of staff. The system also sent the message that ward councillors could not be trusted.

After the matter had been debated Cllr Kirk moved, and Cllr Watson seconded, that Option A be approved and the decision of the Executive Member confirmed. On being put to the vote, the motion was declared lost.

Cllr Scott then moved, and Cllr Simpson-Laing seconded, that Option B be approved and the decision referred back to the Executive Member, with a recommendation that a final decision on the proposed changes to the Ward Committee local improvement schemes grant application process be deferred until such time as the forms and guidance notes had been sufficiently revised to enable Members to give them proper consideration. On being put to the vote, the motion was declared carried and it was

RESOLVED: That Option B be approved and the decision referred back to the Executive Member, with a recommendation that a final decision on the proposed changes to the Ward Committee local improvement schemes grant application process be deferred until such time as the forms and guidance notes had been sufficiently revised to enable Members to give them proper consideration.

REASON: In accordance with the requirements of the Council's Constitution in respect of called in decisions.

P Blanchard, Chair

[The meeting started at 5.05 pm and finished at 5.55 pm].

**EXECUTIVE MEMBER FOR NEIGHBOURHOOD SERVICES AND
ADVISORY PANEL**

WEDNESDAY, 19 MARCH 2008

DECISIONS

Set out below is a summary of the decisions taken at the meeting of the Executive Member for Neighbourhood Services and Advisory Panel held on Wednesday, 19 March 2008. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

Members are reminded that, should they wish to call in a decision, notice must be given to Democracy Support Group no later than 4pm on the second working day after this meeting.

If you have any queries about any matters referred to in this decision sheet please contact Simon Copley.

**7. WARD COMMITTEE LOCAL IMPROVEMENT
SCHEMES GRANT APPLICATIONS**

Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That Option One be approved to enable the incorporation of the proposed changes into a new Ward Committee grant application policy in respect of local improvement schemes, subject to the inclusion of a condition relating to use of Ward logos, where they exist, in place of the first condition in Annex 2, and that officers be asked to prepare an abbreviated form for schemes for under £500 going to just one Ward Committee, which would reduce the length of the form but only by two or three pages.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To ensure transparency of policy and process in the application of Ward Committee local improvement schemes grant applications.

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Meeting of Executive Member for Neighbourhood Services and Advisory Panel**19th March 2008**

Report of the Director of Neighbourhood Services

Ward Committee Local Improvement Schemes Grant Applications**Summary**

1. The purpose of this report is to advise Members of proposed changes to the Ward Committee local improvement schemes grant application process and to seek approval for the incorporation of the changes into a new Ward Committee grant application policy in respect of local improvement schemes.
2. The Executive Member is recommended to approve the proposed changes and adopt the local improvement schemes grant application policy as contained within the draft Ward Committee Grants Policy Guidance Notes and Application Form at Annex Three and Four.

Background

3. Each Ward Committee use their Ward Committee budgets to pay for the implementation of schemes and grant projects by not-for-profit organisations which either improve the physical environment or provide local services in the ward. In doing so the Ward Committees seek to improve their local area.
4. Each ward has identified ambitions and priorities for their local area (as set out in their Neighbourhood Action Plan) and the Council is committed to listening to communities to ensure that people have a greater say in deciding local priorities.
5. Schemes and grant projects can be suggested by local residents, Ward Councillors, community groups and other public organisations. Not-for-profit groups and organisations who are active locally can apply for grants for projects providing that they can show that they will benefit people living in the ward committee area. Ward Councillors make the decision on what schemes are funded taking into account ward priorities, residents' preferences and budget available. Information about possible projects are published in the ward newsletter, Your Ward, and all ward residents can vote to indicate their preference for the schemes that they would like to see funded in their ward.
6. A review of the Ward Committee local improvement scheme process has been undertaken to ensure that it is robust, consistent with best practice of other

Local Authorities and to ensure that local needs are met. The proposed amendments to the Ward Committee grant application process are detailed in Annex Two and will apply to applications for grant funding in the financial year 2009/10.

7. These amendments which have been incorporated into the Ward Committee Grants Policy guidance notes and application form seek to provide additional clarification and guidance to applicants including conditions that clearly set out the basis on which ward committee grant applications will be judged to ensure that grant money allocated by the Ward Committee is targeted at local needs.

Consultation

8. Voluntary and community sector groups have been asked to comment on the proposed changes to the Ward Committee grant application process. This includes all those who have applied for grants in the past three years and through the York Compact. The eight-week consultation period ends on Friday 14th March. A copy of the letter is attached at Annex One. Members will receive a verbal report and details of the comments received at the meeting of Executive Member for Neighbourhood Services and Advisory Panel.

Options

9. After consideration of the verbal report as to the consultation exercise the options for Members are to:
 - a) Option One – To implement the amended terms and conditions in respect of Ward Committee local improvement schemes grant applications as recommended in paragraph 2 and Annex Three and Four.
 - b) Option Two – Not to implement the terms and conditions in the Ward Committee local improvement schemes grant applications as recommended in paragraph 2 and Annex Three and Four.

Analysis

10. In examining their options Members will want to ensure that Ward Committee grant application process is transparent, reflects best practice, is aligned to other similar local authority schemes and ensure that the grant money allocated by the Ward Committee is targeted at local needs. Option One supports this. Option Two maintains the existing system, and does not include the amendments.

Corporate Priorities

11. Ward Committee local improvement schemes support the Council's Corporate Strategy. By updating and incorporating a transparent policy within the process this demonstrates the Corporate Values of:
 - Delivering what our customers want

- Supporting and developing people
- Encouraging improvement in everything we do

They also support a number of the 10 year Direction Statements including:

- Listening to communities and ensuring that people have a greater say in deciding local priorities

In addition they contribute to the Corporate Priorities, namely:

- Improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces
- Reduce the actual and perceived impact of violent, aggressive and nuisance behaviour on people in York

Implications

11.

- **Financial** – To be met from existing budgets.
- **Human Resources (HR)** – None.
- **Equalities** – There are no equalities implications. The views of voluntary and community groups will be taken into account.
- **Legal** – None.
- **Crime and Disorder** – None.
- **Information Technology (IT)** – None.
- **Property** – None.
- **Other** – None.

Risk Management

12. In compliance with the Council's risk management strategy. The main risk relates to not being transparent in the policy and application of the grant process. This could lead to damage to the Council's image and reputation and failure to meet the public and partners' expectations.

Recommendations

13. That the Advisory Panel advise the Executive Member to:

Approve Option One to enable the incorporation of the proposed changes into a new Ward Committee grant application policy in respect of local improvement schemes.

Reason: To ensure transparency of policy and process in the application of Ward Committee local improvement schemes grant applications.

Contact Details

Author:

Elizabeth Levett
Acting Head of Neighbourhood
Management
Neighbourhood Management Unit
Tel No. 551527

Chief Officer Responsible for the report:

Andy Hudson
Assistant Director (Neighbourhoods and
Community Safety)

Report Approved**Date** 19.2.2008

Specialist Implications Officer(s) : None

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

Ward Committee Local Improvement Schemes 2008/09 Application Form and Information Sheet

Annexes

Annex One – Letter to Consultees

Annex Two – Proposed amendments to the Ward Committee Grant Application Process

Annex Three - Draft Ward Committee Grants Policy Guidance Notes

Annex Four – Ward Committee Application Form 2009/2010

**Neighbourhood Services**

Andy Hudson
Assistant Director
(Neighbourhood Services)
9 St Leonard's Place
York
YO1 7ET

Tel: 01904 551550
Fax: 01904 551590

Ref: EAL/WCGP/EMAP

18th January 2008

Dear Sir/Madam

Ward Committee Grant Applications

I am writing to you to seek your views on the attached information which outlines proposals to modify the Ward Committee Grant application process, and incorporate the changes into a new Ward Committee Grant Application Policy.

A report will go to the meeting of the Executive Member for Neighbourhood Services and Advisory Panel on 19th March 2008. At this meeting Members (Councillors) will review the current Ward Committee Grant application process, and be asked to make a decision about the proposed changes and adopt a Grant Application policy. If the changes are approved they will apply to applications for grant funding in the financial year 2009/2010.

The changes to the grant application process are being proposed to reflect best practice, to align our process with other local authorities, and to ensure that grant money allocated by the Ward Committee is targeted at local needs.

I have enclosed details of the items it is proposed to be included in the revision of the Ward Committee Grant application process and would invite any comments you may wish to make.

Please send your comments by Friday 14th March 2008 marked for the attention of Kay Hoare, Neighbourhood Management Unit, 9 St Leonard's Place, York, YO1 7ET.

Yours faithfully

Elizabeth Levett
Acting Head of Neighbourhood Management

Proposed Amendments to Ward Committee Grant Application Process

Conditions relating to:

- Successful applicants will acknowledge the support of the Ward Committee and publicise this fact displaying the City of York Council's logo in recognition of this support.
- Applicants will need to provide information as to how they will measure the success of their group/project in delivering the activities to be funded. Success will need to be referenced to measurable outcomes at ward level.
- Applicants will need to provide evidence of risk assessment for any public events funded by the grant.
- Applicants will need to provide evidence that they are not duplicating an existing council-funded service. If they are they must demonstrate that what they are proposing is additional to existing services or activities.
- Successful applicants will be paid by BACs.
- Applicants will be asked to explain how their group has a commitment to equal opportunities.
- Applicants will give permission for the City of York Council to record their details and their organisations details for publicity and consultation purposes.
- Ward Committee grant funding applicants must demonstrate that any schemes/services for which funding is sought provide additional benefits to people in the ward and **are additional** to the schemes/services that applicants already provide. Applications must relate specifically to the Ward in question and demonstrate the specific additional services and benefits to that particular Ward. Applicants will be required to demonstrate how the residents in the relevant ward, including the number of residents, will benefit. Applications will need to contain customer satisfaction or other measurable outcomes at ward level. The Ward Committee Grant process does not preclude applications being made to more than one Ward Committee but each application will have to be tailored to the needs and priorities of each ward and must evidence measurable outcomes in relation to that ward. Blanket applications for grant funding, where a generic application is made to all, or a number of, Ward Committees will not be permitted.

Additional guidance/clarification for applicants:

- A clear statement that individuals cannot apply for funding
- In considering applications Ward Councillors will be looking for clear links to the Council's wider aims and priorities (Corporate Strategy), and individual Ward ambitions and vision (Neighbourhood Action Plans).
- Appeals will only be accepted under exceptional circumstances.
- The award of a Ward Committee grant in one year is no guarantee that grant applications will be successful in subsequent years. Each Ward Committee makes its own decision on funding and an award by one Ward Committee does not influence the decision of another.

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এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

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Ward Committee Grants Policy Guidance Notes

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Guidance for Applicants

The money for Ward Committee grants comes from City of York Council (CYC) Ward Committee budgets. These guidance notes explain what the budgets are for and how they are used. They will help you fill in the Ward Committee Grant Application Form.

BEFORE YOU FILL IN THE FORM

Before you start filling in the form, you can talk to the Neighbourhood Management Officer (NMO) covering the Ward Committee you are applying to. Talking over your application with them will help you to ensure that your proposal meets the requirements for a Ward Committee grant. You can contact your NMO at the Neighbourhood Management Unit, 9 St Leonard's Place, York YO1 7ET tel: 01904 551832.

WHAT ARE WARD COMMITTEE BUDGETS FOR?

Ward Committee budgets pay for the implementation of schemes and grant projects by not-for-profit organisations which:

- i) **improve** the physical environment and
- ii) provide **local services** in any of the 18 Ward Committee areas of the Council.

The aim is to make Ward Committee areas better places in which to live, work and play.

Each ward has ambitions and priorities (set out in their Neighbourhood Action Plan) which seek to do this and the Council is committed to listening to communities to ensure that people have a greater say in deciding local priorities.

Schemes and grant projects are suggested by local people, Ward Councillors, community groups and other public organisations in each Ward Committee area.

Not-for-profit groups and organisations who are active locally, can apply for grants for projects to be completed in the financial year in which they are awarded, for the benefit of people living in the ward committee area.

It is important to note that Ward Committee grants are annual and no guarantee can be given that the same grants will be renewed each year.

1. What project is eligible for funding?

Your application needs to show that your project fits these criteria before we can consider it.

Any scheme suggestion or grant request can be considered for funding if it is:

- for the benefit of the local community within the ward, can be accessible to all and there is a demonstrable need
- legal and feasible within CYC or national policy
- has planning permissions or other relevant approvals
- can be completed within the financial year in which it is awarded (i.e. financial year runs between 01 April 2009 – 31 March 2010)

2. What projects cannot be funded?

- Projects which cannot be completed in the financial year in which they are awarded
- Commercial schemes e.g. shops, businesses
- Projects which are not legal and/or run counter to CYC policy
- Projects which do not have planning approval
- Projects which have started before the time they are approved or have already been committed to, by way of contract i.e. grants cannot be given retrospectively
- Projects which do not show clear evidence of financial need
- Projects which do not show community benefit/need
- Events/activities that have party political or religious goals
- **Multi-ward applications**

Ward Committee grant funding applicants must demonstrate that any schemes/services for which funding is sought provide additional benefits to people in the ward and are **additional** to the schemes/services that applicants already provide. Applications must relate specifically to the Ward in question and demonstrate the specific additional services and benefits to that particular Ward. Applicants will be required to demonstrate how the residents in the relevant ward, including the number of residents, will benefit. Applications will need to contain customer satisfaction or other measurable outcomes at ward level. The Ward Committee grant process does not preclude applications being made to more than one Ward Committee but each application will have to be tailored to the needs and priorities of each ward and must evidence measurable outcomes in relation to that ward. Blanket applications for grant funding, where a generic application is made to all, or a number of, Ward Committees will not be permitted.

3. Who can apply for a Ward Committee grant?

- Not-for-profit, constituted community groups (N.B. if you do not have a constitution why not approach a larger organisation to act as your sponsor.)
- Ward-based voluntary organisations
- Parish or Town Councils which are active in the Ward Committee area
- Council departments, to do ward-based schemes which are **additional** to the Council's core service provision

4. Who cannot apply for a Ward Committee grant?

- Individuals
- Commercial organisations
- Profit-making organisations

5. How much can you apply for?

In 2009/10, there is no upper or lower limit on how much can be applied for, however if the request exceeds £10,000, you are less likely to be awarded a grant due to the limited budgets.

Generally, we receive more proposals than we can support.

MAKING A DECISION

6. Who decides whether or not you will be awarded a grant?

Ward Councillors make the decision on what schemes are funded taking into account ward priorities, residents' preferences and budget availability.

Ward Councillors firstly look at whether your group and your project are eligible.

They also consider whether your proposal :

- Improves the local environment
- Improves local community safety
- Helps the local community become self sufficient
- Regenerates areas which local people consider run-down
- Helps tackle social exclusion and/or poor health
- Has the support of local communities and takes into account their needs and priorities
- Tackles local priorities that have been highlighted by residents
- Provides good value for money
- Helps the wider aims of the Council and its partners

In deciding the Ward Councillors look at:

- How much money is available overall in the Ward Committee budget
- The preferences of local people. Information about possible projects are published in the ward newsletter, Your Ward. All ward residents can vote to indicate their preference for the schemes that they would like to see funded in their Ward.
- Advice from the Ward Team (including Parish Councillors (if applicable), Town Councillors (if applicable), Neighbourhood Policing Teams, Street Environment Officers, and Neighbourhood Management Officers or other relevant members of the ward.
- Your scheme must comply with Council policies. The Ward Committee will not support schemes which conflict with decisions taken at Full Council. Information is enclosed to help you decide whether your application supports the Council's Vision for York as well as the ambitions and priorities which have been identified and agreed for each ward's Neighbourhood Action Plan.

7. How long will it take before I find out if my application has been successful?

Grant awards are likely to be confirmed in July each year, subject to the receipt of all relevant information.

8. Is there a right of appeal if we are unsuccessful?

Appeals will only be accepted under exceptional circumstances.

9. When will I receive the grant?

The payment of approved grants will be confirmed in writing by the Neighbourhood Management Unit and provided that all relevant information has been returned (including a signed grant agreement form), a payment will be made by BACS (Bankers Automated Clearing Services) in one instalment by the end of July.

10. Monitoring and reporting progress

We will only fund grant projects which will be completed by 31st March of the financial year in which the grant has been awarded. A progress report is required at the end of September of that year. A final report showing how allocated funds have been used is required by the end of June of the following financial year or

three months after the completion of the scheme, whichever is soonest. We may ask organisations to attend Ward Committee meetings to report back on the work that is being done.

The Council will require the organisation to repay all or part of the sum paid if:

- a) the money is not used for the purpose specified, unless changes are made by prior agreement between the Council and the organisation.
- b) the organisation is not able to provide project details as requested in the monitoring reports
- c) the organisation is not able to spend the sum within the financial year in which it is awarded
- d) the organisation is wound up or ceases to exist.
- e) You do not provide the necessary paperwork including the return of the grant agreement form and the progress report form

For office use only:

Date Received

Reference Number

Ward Committee area of benefit



Ward Committee Grant Application Form for projects to be completed within the period 1 April 2009 to 31 March 2010

DO YOU NEED SOME HELP OR ADVICE?

Before you start you might like to contact us for an informal discussion or for some help filling in the form. You can contact us at: Neighbourhood Management Unit, 9 St Leonard's Place, York, YO1 7ET
Tel: 01904 551818 email: kay.hoare@york.gov.uk

The closing date for receipt of completed application forms is **Friday 1st August 2008**. You are expected to complete all sections of the application form. Please complete the answers in the boxes but you may refer us to additional information. This information is used to assess eligibility and priority for the grants. Incomplete and late applications will not be considered.

SECTION 1: CONTACT INFORMATION

1.1 Name of group

Payee name (Payments are made by BACS. If this is not possible please provide a payee name. Cheques cannot be made payable to an individual.)

	1
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1.2 Group address and details

The group's office address (if you have one) and contact information. Please supply an address where you are happy for a cheque to be sent to safely in the event of a successful application.

postcode:

telephone:

email:

	2
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1.3 Name of contact person

You, or someone else in the group we can contact about this application.

position in group:
(eg chair, active member etc)

	3
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1.4 Contact address

The contact person's address and contact information (if different from the group's). Please supply an address where you are happy for a cheque to be sent to safely in the event of a successful application

postcode:

telephone:

email:

	4
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1.5 Sponsor

If your group does not have a constitution please seek the support of an appropriate group in the ward which is properly constituted (see guidance notes.)

Name: Address: Contact person: Tel no: Have you enclosed your sponsor's constitution?	5
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SECTION 2: ABOUT YOUR GROUP

2.1 Tell us a bit about your group ...

What does your group do?
 You can send us information which you think would help us to understand more about your group. This could be leaflets, photos, newsletters produced by your group, any relevant press cuttings about the group etc

In addition we shall need copies of the following:

- a) a list of your sources of funding
- b) any constitution /draft constitution or other governing documents
- c) bank account with 2 signatories
- d) your last annual report
- e) your last audited or independently examined accounts
- f) your last two bank statements
- g) Status of your group:**
 - Registered Charity
 - Community Interest Company
 - Voluntary organisation
 - Other
- h) any evidence of support from the local community
- i) if you work with young people or your proposed project involves young people
 - are your staff CRB checked?

Tick if included and give details	6																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="width: 5%;"></td> <td style="width: 85%;"></td> <td style="width: 10%;"></td> </tr> </table>																																					

- Do you have a child protection policy?
- j) If you are applying for funding for a public event a risk assessment must be carried out. Please attach a copy of the document.

2.2 Have you received ward committee funding before? If you have received ward committee funding before, please include a short report explaining how the grant was spent and why you are applying again.

<p>Yes / No 7</p> <p>Year grant received:</p> <p>Amount awarded: £</p> <p>Project:</p>	

Please continue on a blank sheet if you need to

2.3 Starting a new group?
If you are applying for money to set up a new group, then tell us why you have decided to set up the group and who else has been involved so far. Please enclose aims and objectives. Let us know that you have checked this project is not duplicating work already being done in the ward.

	8
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2.4 When did your group start? or when does your group intend to start if you are a new group?

	9
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2.5 What links do you have with other groups and organisations?
Please tell us whether your group has links with other community groups, voluntary organisations and statutory bodies – like Parish Councils, Police and City of York Council.
If your group is a branch of a larger organisation, then please tell us its name:

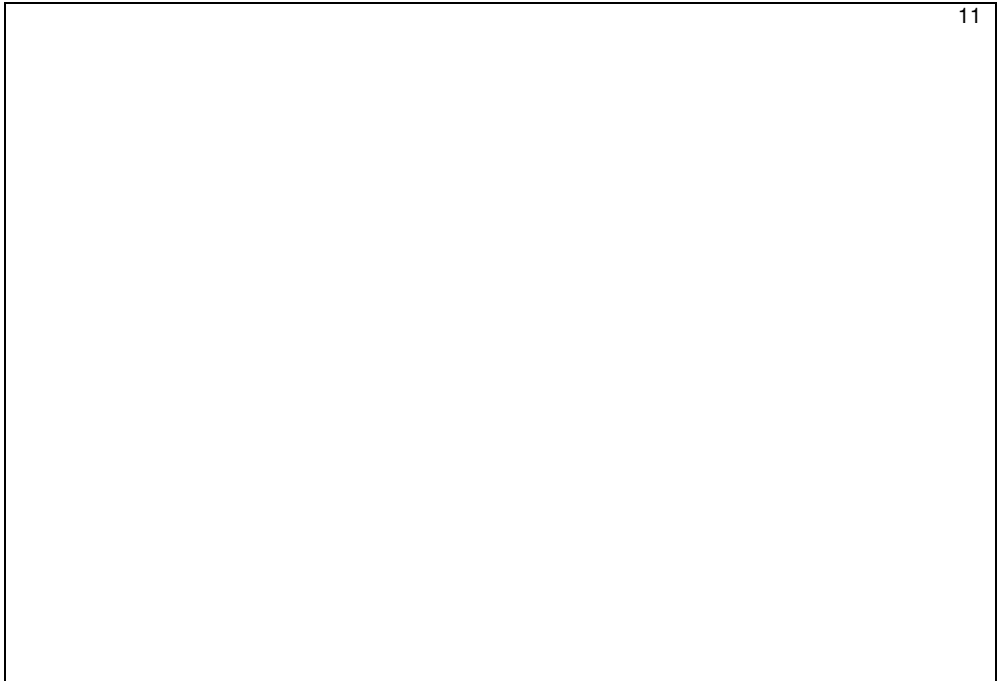
	10
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Please continue on a blank sheet if you need to

2.6 Please tell us how your group is committed to equal opportunities in the way it works.


Is your group open to all sections of the wider community?

11



2.7 Please show how your project is additional to existing services or activities provided by City of York Council.

12



SECTION 3: YOUR PROPOSAL

3.1 Tell us about what you want to do ...

Please describe the project or activity you would like the Ward Committee to support.

If you want to organise a one-off event, then give us a draft timetable of the day and say how many people you are expecting.

If you want to organise a programme of activities over a longer time period, then give us a draft outline plan of what would happen when - and who you expect to be involved.

If you want support for the running costs of a group or project which is likely to be on-going afterward committee funding finishes at the end of this financial year, then make sure you explain how you plan to fund it after the money from the Ward Committee runs out.

13
Please continue on a blank sheet if you need to

3.2 When do you aim to start and finish?

Projects must start and finish in the same financial year in which the grant is awarded.

14	<p>Start date:</p> <p>Finish date:</p>
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3.3 Specifically who will benefit from your proposal?

15	<p>Which ward(s) benefit(s)?</p>
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The aim of the Ward Committee Fund is to help communities improve the places they live and improve service delivery of CYC in the Ward. Explain how your proposal benefits a given ethnic community, age group or community of interest or a neighbourhood community, but you must be able to show that what you are proposing will lead to better places to live in York.

How many people in the ward will your project benefit? Do not write whole ward, we need to know specifically who will benefit.

State the ward in which the work will take place.

Which people benefit?

How many?

3.4 How does this project fulfil the ambition statement(s) of the Neighbourhood Action Plan and other strategic plans?

You can find out about these plans in the application pack.

16

Please continue on a blank sheet if you need to

You must show how your project or activity will make a difference in *one or more of these ways*:

- Improve the local environment
- Improve local community safety
- Tackles local priorities that have been highlighted by residents
- Help the local community become self sufficient by:
 - improving the way community activities or community groups are managed
 - improving the skills, know-how or information resources available to community groups
 - involving more people in community activities or community groups
 - increasing the confidence and ability of marginalised or disadvantaged communities

17

Please tick as many as are appropriate

- Regenerate areas which local people consider run-down
- Help tackle social exclusion and/or poor health
- Provide good value for money

If you are successful, your project must publicise Ward Committee support in any publicity material, displaying the City of York Council’s logo in recognition of this support.

SECTION 4: MEETING OUR WIDER AIMS

4.1 How will your proposal support and improve any of the following?

- the economic prosperity of the local area
- people’s skills and knowledge and life chances
- community safety
- the local streets, housing estates, publicly accessible spaces and the natural environment
- healthy living and lifestyles
- the ability of all residents to take part in the life of the locality

		18
		a
		b
		c
		d
		e
		f

4.3 How do you know there is a need for your project?

19

Tell us which communities in York your proposal involves and show that your proposal meets their needs and has their support. You could include evidence of surveys or petitions your group has carried out or promoted in the area. If the proposal has been discussed at public meetings, how many people took part?

Please continue on a blank sheet if you need to

4.4 How will you measure the success of your project?

20

Please continue on a blank sheet if you need to

SECTION 5: FUNDING

5.1 How much will your proposal cost?

Please give a detailed break down of the overall cost of your project for the period it will last in financial year 2009/10. Please provide 3 different quotes and estimates and/or catalogue page copies to evidence costs. If you haven't got 3 quotes explain why. If you decided not to go for the cheapest quote, explain why.

We have to show that the proposals we support are good value for money. So please explain how you have worked out the costs and the assumptions you have made (eg hourly rates of pay).

				How funded? 21
Itemised list of your expenditure for the project	Total cost of item	Your groups contribution	Other income / grants	Ward committee grant
Total	£ A	£	£	
				£ B

5.2 You are asking the ward committee for:

5.3 What percentage of the total project cost are you applying for?

<p>box A / box B x 100 = %</p>	22
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5.4 How will you fund the difference (if any)?

23

If you are applying to us for less than the total cost of the proposal, then we need to know how you will raise the rest of the money. The ward committee will look favourably on groups that have looked for funding elsewhere. If you are relying on grants from other funders, then please tell us their name(s) and show whether the money is:

- secured
- applied for
- still to be applied for

Your Funds	£
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Other sources:	Date Applied For	Date Confirmed	Date of Offer	Date of decision	Amount
Funding Confirmed					
					£
					£
					£

Funds applied for

					£
					£
					£

Still to be applied for

					£
					£
					£

Please enclose a copy of any offer letters or confirmed funds as listed above.

5.5 Tell us about your group's finances ...

24

Please tell us about your group's money including:

- how much income your group received in the last financial year
- How much money has your group spent in the last financial year
- how much money your group has in the bank
- Does your group have any reserves? Please tell us how much

£
£
£
£

a
b
c
d

You should be able to find this information from your annual accounts.

It is okay to have reserves and doesn't mean you won't get a grant. We encourage good financial planning. However if you have substantial reserves the ward committee will take this into account when looking at your application. There should be evidence of financial need.

Please attach your group's most recent annual accounts and bank statement .

SECTION 6: DECLARATION

This is to confirm that the information given in this form is correct to the best of my knowledge; that the group named on page 2 of this form is a not-for-profit community group, a neighbourhood-based voluntary organisation, or a public body which acts locally and that I am authorised to sign on behalf of the group.

I give permission for City of York Council to record my details and the organisation's details and to publicise successful grant applications.

signed		25
name in block capitals please		26
position in group		27
date		28
Sponsor's signature and details – to confirm they have read, agree with and have a copy of this application (if applicable)		29
date		30

NOW... please check you have completed all the form, signed it, added any extra pages and copies of any relevant documents, included estimates and price lists as required and included letters of support from other groups. **If you send an incomplete pack this may delay the processing of your application.**

Please return this form to:

Local Improvement Schemes Officer
Neighbourhood Management Unit
City of York Council
9 St Leonard's
York YO1 8QD
Tel: 01904 551818 Fax: 01904 551531

Fair Processing Information for Grant Application Forms

City of York Council will use the information you provide on this form for the administration of grant aid. Your group or organisation's contact details will be added to a database held by City of York Council for the processing of grant aid and for consultation purposes. The Council may also use the information you provide to ensure that all its other information systems are up to date. The award of grants is debated, decided and reported publicly. All information held by the council is liable to disclosure under the Freedom of Information Act unless it is exempt.

If you have any queries concerning the protection of personal privacy or publication of information please contact the City of York Council's Information Management Officer at foi@york.gov.uk or call 01904 552933.