

Members' Ward Budget Application Form

Please complete this form electronically where possible. If you have any queries please refer to the guidance appended to this form

Councillor's Name:	
Date (dd/mm/yyyy):	/ /

Name of group requiring funding:	
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Description of application:	
How does your application meet the Aims of the Members Ward Budget? (See Page 4)	

Funding

Total Cost of the project:	£
Is there any match-funding available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please state source:</i>
How much is required from your Budget?	£
Does the award comply with appropriate Criteria as shown on page 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where appropriate, the goods/equipment will be sourced at the best available price and supplied to the organisation via the procurement process.

Organisation details

Please note: payments will only be made to the organisation applying for the funding.

Organisation's bank account details:	Account number: Sort code: Account name:
Address:	
Contact name:	
Telephone number:	
Email address:	

Members declaration of Interest

Do you have an other interest in this organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please supply further information:</i>
Do you have a disclosable pecuniary interest in this organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please supply further information:</i>

Signed by Councillor		Date	/ /
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Please save this document to your computer and send to:
communities@s-norfolk.gov.uk

Admin use only

Cost Code:

The Members Ward Budget

The aims of the Members Ward Budget are:

- To increase levels of community engagement at a very local level across the district;
- To allow flexible and timely funding of very small initiatives within communities which provide flexible solutions;
- To help communities help themselves
- To enhance the social, economic or environmental wellbeing of the community.

The applications must meet the following **criteria**:

- i) The payment must be over £100 (set at 10% of the overall budget).
- ii) The funding will normally go to a community group, but may be awarded to Parish Council's, social enterprises, businesses or other public agencies if the aims are being met - but **NOT** to an individual;
- iii) 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;
- iv) The activity being funded:
 - a. Has not already taken place;
 - b. Could not easily be funded elsewhere
 - c. Can demonstrate support in the community
 - d. Has not received Council funding over the past 12 months.
- v) The project or activity enhances the quality of life of people living or working in the Ward and does not unfairly discriminate against people from different backgrounds;
- vi) The funding can be used by the community group during the 12 months following receipt;
- vii) The funding cannot be used to support any initiative more than once in a two year period;
- viii) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into disrepute. This would include ensuring that all recipients have any required permissions in place, including requisite insurance, and DBS checks if appropriate;
- ix) The funding must not replace funding previously provided by other statutory agencies such as the County Council;
- x) Funding must not form part of the Parish precept.