

# ANNEX 1 - Area Committee Budget Guidance



## AREA COMMITTEE FUNDING GUIDANCE

2014-15

### **1. What are the Area Committee Budgets?**

Barnet has three Area Committees, covering the constituencies of Chipping Barnet, Finchley & Golders Green, and Hendon. The Committees' remit is to respond to local concerns and consider any issues which arise in their area. Each one has a budget of £100,000 per year for 2014/15-2017/18, to be spent on projects which benefit the local area covered by each Committee.

### **2. Who can apply for funding?**

Local residents, organisations, or voluntary or community groups are eligible to apply from funding from the Committee. The Committees can make awards of up to £9,999 and have the discretion to fund larger projects if necessary. They will not usually give grants of less than £200 but likewise have the discretion to do so.

### **3. What kind of projects will be successful?**

Your project should focus on all or part of the local area covered by one of the Committees – if it is for a larger area it is recommended that you instead contact the Council's Corporate Grants Programme in the first instance. Further information on the Corporate Grants Programme is available at:

<http://www.barnet.gov.uk/grants>

Each project must also support one or more of the Council's priorities as set out in the Corporate Plan. The current priorities are:

- To maintain a well-designed, attractive and accessible place, with sustainable infrastructure across the borough.
- To maintain the right environment for a strong and diverse local economy.
- To create better life chances for children and young people across the borough.
- To sustain a strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health.
- To promote a healthy, active, independent and informed over 55 population in the borough to encourage and support our residents to age well.
- To promote family and community well-being and encourage engaged, cohesive and safe communities.

More information on the priorities and the Corporate Plan can be found on the Council's website at:

[http://www.barnet.gov.uk/info/725/corporate\\_plan\\_and\\_performance/270/corporate\\_plan\\_and\\_performance](http://www.barnet.gov.uk/info/725/corporate_plan_and_performance/270/corporate_plan_and_performance)

# ANNEX 1 - Area Committee Budget Guidance

You are encouraged to make contact with a Councillor to discuss your proposal before you submit it. Your Councillor will be able to work with you to champion your proposal to the Committee. You can find out who your local Councillor is at:

[www.barnet.gov.uk/councillors](http://www.barnet.gov.uk/councillors)

## 4. What kind of projects won't be funded?

Funding will be for one-off projects which do not require ongoing support from the Council. They must not require maintenance from the Council, or future expenditure.

Funding must not be used to meet a budget deficit in a specific area, to meet the debts of an organisation in financial difficulty, or to cover a shortfall in a service which would normally be provided by the Council or another public sector organisation. Projects should not be initiated by a public sector body (e.g. a school or a GP surgery).

Funding will not be given to assist with the administration and/or research costs of preparing an application.

Funding cannot be paid retrospectively for projects which have already taken place.

Projects which have previously been turned down because they do not meet the above criteria will not be considered for funding if resubmitted.

## 5. What if my project needs funding from more than one body?

If you have applied for funding for the same project from another source or another Council funding stream, you must disclose this.

If you have applied for match funding from another source, the Area Committee funds cannot be released until you have given confirmation that the additional funding has been secured.

## 6. What are the conditions of funding?

Funding will be provided for a period of 12 months from the date of approval. If funds are not claimed within 3 months you will be contacted to check the progress of your project. This is to ensure that funds are not committed to projects which are no longer going forward.

If your project involves improving land or buildings that do not belong to you or your organisation, you will need to demonstrate that you have received all necessary consents before your application can proceed.

Where applicable, you will be required to demonstrate that your project has the required safeguarding measures in place (relating to work with children, young people and vulnerable adults).

You will need to provide proof of spend as set out in 'What happens next?' below. Any spend above £5,000 will be subject to spot checks by the Council's audit team to make sure the right processes have been followed.

# ANNEX 1 - Area Committee Budget Guidance

Your project must not discriminate against any group of people protected under the Equality Act 2010.

Appendix B sets out the full conditions of funding. You will be asked to sign an undertaking to comply with these as part of your application.

## **7. When do I need a sponsor organisation?**

If you are applying as an individual or on behalf of an informal organisation or unconstituted group, you will need to ask a more formal, constituted organisation to sponsor your application. This can be a registered charity, a company limited by guarantee, or a not-for-profit group constituted in some other way.

You will need to list the organisation on your application form and the funds will be given to them to pass on to you.

## **8. What is the deadline for applications and when will decisions be made?**

In the financial year 2014-15, there is only one round of funding and the deadline for applications is December 15 2014. Decisions will be made at the Area Committee meetings on 15 January 2015 and you will be encouraged to attend this meeting to discuss your proposal.

From 2015-16 onwards, there will be two rounds of funding in each financial year, in June and January. The dates for these meetings have not yet been set but the deadlines for applications will be approximately one month beforehand in each case.

## **9. How will a decision be made about my project?**

Your application will go through an initial due diligence process – which includes looking at whether it has been demonstrated that the proposal is in line with Council's priorities and does not require on-going financial support – and you will be notified if your project does not pass this or if the Council needs further information to process it.

All applications which fulfil the criteria set out above will be put before the Area Committees for consideration. You will be encouraged to attend the meeting.

Applicants are encouraged to discuss proposals with a Councillor, who will be able to champion your application at the Committee. If that Councillor is unable to attend, you will be invited to present the project yourself or to approach your local Ward Councillor to do so on your behalf. The sponsor Councillor can also make a recommendation that you seek match funding for part of the cost of the project.

The final decision will be taken by the Area Committee.

## **10. What is the role of Councillors?**

Members of the Area Committee to which you apply will make the final decision on whether or not your project is funded.

# ANNEX 1 - Area Committee Budget Guidance

Your Ward Councillor or sponsor Councillor (if different) will be asked to comment in support of your application, champion your project to the Committee and promote it within the local area.

Councillors cannot themselves bring projects forward for funding.

## 11. What happens next?

If full funding is agreed by the Committee, the funding will be released following the decision. If match funding is required, you will receive a letter from the Committee Chair asking you to advise when the additional funds have been secured.

You will be notified within one week if your application has been successful, asking you for the relevant bank details.

Payment will be made directly to you or your organisation if you do not require a sponsor. If you require a sponsor organisation payment will be made through their bank and they will need to pass the money on to you.

Once funding is approved and payments made, you will be asked to provide receipts or copy invoices to the value of the funding (or above). Any unspent funds must be returned to the Council.

Successful applicants will be asked to submit a photograph demonstrating that their project is complete, and a brief written update on the result, which will form part of a short annual report to the Area Committees each year.

## 12. So, how do I apply?

Further information is available on the Council's website at [www.barnet.gov.uk/grants](http://www.barnet.gov.uk/grants), including the application form and other conditions of funding.

If you have any questions, or if you would like to request this document in another format for yourself or someone else, please contact the Committee support officers using one of the routes below:

### By email:

[areacommitteebudgets@barnet.gov.uk](mailto:areacommitteebudgets@barnet.gov.uk)

### By post:

Governance Service (Area Committee Budgets), Building 2, North London Business Park, Oakleigh Road South, London N11 1NP.