**North Warwickshire Borough Council**

Local Community Fund 2

Information, Advice and Arrangements

The Local Community Fund provides grants to organisations and / or and individuals to deliver projects of local importance in North Warwickshire.

The total funding available through the scheme is £255,000, in respect of which a sum of £15,000 is being made available for allocation by Borough Councillors within each Ward.

The Local Community Fund is NOT subject to a formal application process. It is the responsibility of Borough Councillors within each Ward to identify suitable projects within their area (having regard to the Eligibility, Limitations and Restrictions criteria listed below) that they, collectively, wish to support. The Borough Councillors will also determine the level of funding to be allocated to each approved project, although the cumulative sum for each Ward will not exceed £15,000. Projects that seek to benefit residents across more than one Ward will be eligible for a grant, subject to majority support from the Ward Councillors concerned.

**Grants**

There is a presumption that grants will not exceed £10,000, although under exceptional circumstances awards of a higher sum may be considered by Councillors. There is no minimum grant award.

Eligibility

As identified, Ward Councillors will identify the organisations / individuals that they wish to support through the Local Community Fund.

In order to be eligible for grant support, projects / individuals must satisfy the following criteria:

* Projects / schemes should be “one-off” capital or revenue undertakings that provide a clear and lasting benefit to the local community. Projects that require on-going funding will only be considered if there is a realistic plan of how they will be financed after the award of any initial contribution from the Local Community Fund
* Projects must have evidence of any relevant and required permissions in place before a grant award is made (e.g. Planning Consent, landowners permission, etc.)
* Where a project has the potential for regular access to vulnerable people, organisers must have an appropriate and adopted Safeguarding Policy in place. Advice on this matter can be provided by the Borough Council’s Community Development Manager ([beckyevans@northwarks.gov.uk](mailto:beckyevans@northwarks.gov.uk))
* Fund recipients must have a bank account into which the grant can be paid
* Where works or services of a value between £1,501 and £10,000 are being procured from a single contractor, evidence of at least two written quotations will need to be provided in order to release payment of a grant. Works or services of a value greater than £10,000 will require the provision of three written quotations

**Limitations**

* Approved projects will receive Local Community Fund support only once, although recipients that have been allocated a grant will be eligible for a further award in respect of a different project
* Projects will only be eligible for support from one source of Borough Council funding, of which the Local Community Fund is one. The Fund, however, may be used alongside Section 106 receipts or an award of UK SPF (Shared Prosperity Fund) or REPF (Rural England Prosperity Fund) monies, in order to add value to a qualifying scheme. Projects maybe signposted to other schemes if a more appropriate source of funding can be identified
* As the Local Community Fund is designed to address issues of local concern, it is unlikely that projects that seek to address Borough-wide matters will be supported

**Restrictions**

The Local Community Fund will not support:

* The existing operational / running costs (including staff costs) of an organisation
* Any costs incurred before a grant award is made
* Projects promoting religious or political beliefs
* Organisations with significant “uncommitted financial reserves”
* Loan or debt repayments

Local Community Fund Process

* As previously stated, the Local Community Fund is NOT subject to a formal application process
* It is the responsibility of Borough Councillors to identify suitable projects within their Ward that they, collectively, wish to support
* Borough Councillors will determine the level of funding to be allocated to each approved project, although the cumulative sum for each Ward will not exceed £15,000
* Approved projects must satisfy the Eligibility, Limitations and Restrictions criteria listed above, evidence of which may be required at any time by Auditors. Borough Councillors, therefore, must satisfy themselves that projects meet these criteria
* Borough Councillors will forward the details of approved projects to the Director of Leisure and Community Development (details supplied below)
* Ward area
* Project name and name of lead contact, including email address
* Project cost
* Grant award
* Bank account details (sort code and account number)
* Confirmation that the proposal has the agreement of all relevant Ward Councillors
* The allocation of grant awards from the Fund will be made by the Director of Leisure and Community Development, in consultation with the Borough Councillors from the Ward(s) in which the proposed community benefits are to be realised
* Payment of any approved award will be made in advance of the commencement of the project
* Funding decisions can be made at any time, although it is anticipated that each Ward allocation will be used by 31 March 2025
* Decisions in respect of any and all Local Community Fund awards will be final and will not be subject to an appeals process

Upon the Fund being exhausted, a report will be presented to the Borough Council’s Community and Environment Board, detailing the grants awarded to approved projects.

**Terms and Conditions**

* The bank details relating to approved projects will be required
* Any grant monies unspent at the end of an approved project will have to be repaid to the Borough Council within three months of the scheduled end of the project
* Project organisers will be asked to forward a simple evaluation form, supported by a record of expenditure, at the end of an approved project. This evaluation will require the provision of evidence, including photographs and / or a case study, of how the project benefitted the local community
* All expenditure must be supported by evidence, such as an invoice or receipt, which must be produced, if required, for auditing purposes
* There will be no formal monitoring forms to be completed during the delivery of an approved activity
* All promotional material relating to a funded project must include the Borough Council’s logo

Please Note: All details concerning grants awarded will be kept on file for five years. This is for monitoring purposes only. Personal details will not be shared with outside agencies, although grant information may be shared when deemed relevant by the Borough Council.

For further information or advice on the Local Community Fund please contact:

The Director of Leisure and Community Development, Simon Powell, on (01827) 719352, or email [simonpowell@northwarks.gov.uk](mailto:simonpowell@northwarks.gov.uk)

Director of Leisure and Community Development

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