

**WYRE FOREST DISTRICT COUNCIL
COMMUNITY LOCALISM FUND TERMS AND CONDITIONS
2018/19**

Section A

Application for One off Grants

1. Wyre Forest District Council has allocated £50,000 in support of projects that help to deliver the Council's priorities.
2. The Community Localism Fund will also support community organisations and parish councils to provide additional or enhanced services, or to maintain services, in their areas through grant funding.
3. The Community Localism Fund can also provide financial support to community groups and town and parish councils to enable assets and services to be transferred to them. Please see Section B 'Key Principles of Transfer of Wyre Forest District Council Assets and Services for further details.
4. All applications must support the delivery of one or more of the following:
 - Support you to contribute to a successful local economy
 - Support you to live in clean, green and safe communities
 - Improve the wellbeing and quality of life of residents and communities in Wyre Forest
5. Organisations should have a clear legal identity. We do not require any evidence of the nature of the organisation if it is a registered charity or statutory body (such as town and parish councils). In the case of organisations which are not charities or statutory bodies, evidence of incorporation will be required, such as registration as a company or articles of association/constitution for an unincorporated body (such as a community group).
6. Financial support from the Community Localism Fund will normally be made on the basis that the Council provides a one third contribution with the applicant contributing the remaining two thirds.
7. Applicants should not apply to the Community Localism Fund if they have received £1,000 or more in the previous financial year from the fund.
8. Payments will only be made by BACS which means that we need to know the sort code, account name and account number of the organisation. A written receipt signed by the treasurer or other appropriate office holder of the organisation will be required. Payments will be made directly to the organisation undertaking the project and not to a contractor.
9. Grants cannot be given for the following purposes:
 - To individual members of the public;
 - To organisations that are or may be perceived to be political parties or whose principal role is to undertake political campaigning, including campaigning against agreed policies and priorities of Wyre Forest District Council;
 - To organisations of a religious character where the grant would be, or would reasonably be perceived to be, for promoting religion. For example, grants could

not be given to a youth camp for members of a chapel or to improve a church building. Churches and other religious organisations are eligible for grants for activities that are demonstrably for the benefit of the wider community;

- To organisations which promote or are perceived to promote criminal behaviour, including terrorism;
 - To organisations whose policies (including membership policies) discriminate against people on grounds of gender, race, disability, age or sexual orientation. Single sex organisations are therefore not eligible for support.
10. Grants may be given for revenue or capital projects, including contributions towards building projects or purchase of equipment.
 11. Applicants must demonstrate that any necessary consent can be obtained in order for their project to proceed (e.g. highway, planning, landlord etc.)
 12. The Wyre Forest District Council Media Office will issue press releases about the grant allocations. All successful applicants will be asked to take part in joint promotional activities and to complete a simple evaluation. All media and marketing activities must make reference to Wyre Forest District Council and the Community Localism Fund; otherwise the funding may have to be returned. Logos and quotes will be provided by Wyre Forest District Council.
 13. There is a requirement that any service or asset transfer is undertaken in line with relevant statutory policies such as Health and Safety at Work Act 1974, General Data Protection Regulation 2018, Equality Act 2010 and Wyre Forest District Council's Safeguarding Children, Young People and Vulnerable Adults Policy.
 14. Applicants will be asked to provide copies of their audited or independently verified balance sheets and revenue accounts for the last two years.
 15. Applicants are encouraged to discuss their project with their local District Council Ward Councillor(s) and to get their support. Applicants are also advised to get support from their local community (e.g. residents, local groups, schools) in planning the project and to gain their support for it.
 16. The application must be completed in full. Once approved by the Leader and Deputy Leader, monies will be payable to the organisation's bank account and must be used within six months of receipt. Any monies not used for the approved purpose are repayable to the local authority.
 17. The offer of a grant from the Council does not convey approval of technical, legal, financial or other matters relating to the project, which will remain the responsibility of the applicant. The Council cannot accept liability for any misjudgements by applicants regarding the budgeting, design, technical standards or any other aspects.
 18. **Please note all applications are considered on a case by case basis and the award of a grant remains at the discretion of the Council regardless of whether an application meets the grant conditions.**
 19. Applications are welcome throughout the year and must be made using the Community Localism Fund form.
 20. Please send the application form to Kathryn Underhill, Community Safety & Partnerships Officer Kathryn.underhill@wyreforestdc.gov.uk

APPLICATION FOR GRANT FROM COMMUNITY LOCALISM FUND 2018/19

Organisation Name		Rec'd
Organisation Contact Address		
Contact Name		
Contact Telephone Number		
Contact Email Address		
Amount		
Brief description of the nature of the activity or project that will be supported by the grant		
<p>Does the project support one (or both) of the Council's priorities and how?</p> <ul style="list-style-type: none"> - Support you to a contribute to a successful local economy - Support you to live in clean, green and safe communities - Improve the wellbeing and quality of life of residents and communities in Wyre Forest 		
Organisation's registered charity number (if relevant)		

If the organisation is not a registered charity or statutory body, evidence of incorporation will be required (such as registration as a company or articles of association / constitution for an unincorporated body). Documents must be Enclosed (electronic copies suffice)		
Please give details of any other funding requested for this project Who from and how much?		
The name and address of the person who will provide a written receipt on behalf of the organisation		
Name of Bank where Account held		
Bank Account Name		
Sort Code		
Account Number		
Please feel free to include here any additional information to support your application		
If the application is successful, I agree to abide by the terms and conditions of the Community Localism Fund	Name: Signature: Date:	

Any monies not spent for the purposes specified shall be repaid to Wyre Forest District Council after six months

Any information provided by you will be recorded on our database in order to deal with your application. We will only keep data that we need and this will be retained in accordance with the General Data Protection Regulation 2018.

It will not be shared externally with third parties unless the law specifically allows third party access to the data we hold. For further information about how we look after your data, please see the Data Protection Policy and Registration on our website – <http://www.wyreforestdc.gov.uk/the-council/transparency-and-freedom-of-information/data-protection.aspx>

Occasionally we may contact you by email for consultation purposes or to inform you of other grants and support that may be available. If you wish to receive any messages of this nature please tick here:

Section B

Key Principles of Transfer of Wyre Forest District Council Assets and Services

1. The Council will provide financial support to community groups and parish councils to enable assets and services to be transferred to them. These includes, but not exclusively, maintaining open spaces, play areas, litter picking, bin emptying and taking responsibility for facilities. We strongly support transfer where any ongoing cost to Wyre Forest District Council will be significantly lower as a result.
2. Any service or asset transfer will be the subject of a formal agreement between Wyre Forest District Council and the applicant organisation.
3. Wyre Forest District Council is open and willing to discuss with organisations incentivising and pump priming initiatives to facilitate the efficient transfer of assets and services.
4. Wyre Forest District Council would preferably require a minimum of three to five year agreements with organisations.
5. Evidence of local support for projects and the level of contributions towards any project will be significant factors in the decision making process.
6. Town or Parish Councils are encouraged to levy precepts to support local projects.
7. The following points will also be taken into consideration when assessing the applications:
 - Is the project about a community group, town or parish council taking over responsibility for services?
 - Is the project about enhancing services and providing them at no additional cost to the Council?
 - Will the project help to reduce ongoing costs to the Council?
 - How will the project benefit Wyre Forest residents?
 - How innovative and well planned the project is
 - Total cost of the project
 - Degree of funding from other sources
8. To discuss your proposal please contact Kathryn Underhill, Community Safety and Partnerships Officer. Email: kathryn.underhill@wyreforestdc.gov.uk or telephone 0156 732956.