

Ward Councillor Empowerment Fund (WCEF) 2021 - 2022 Guidance Notes

1. Introduction

The Ward Councillor Empowerment Fund (WCEF) aims to:

- support local projects that address concerns or needs of a local area.
- provide pump priming for local based projects either in a ward or across wards boundaries.
- support voluntary and community organisations, parish and town councils and other public sector partners to deliver council core priorities.
- encourage partnership working and help build more sustainable communities.

Councillors must demonstrate that there is support from their local community and or local Parish Councils in their applications. There are no limitations on Councillors pooling funds across the district and within the city of Bath there might be issues and projects that could benefit from such an approach.

The fund is open from 1st April 2021 until 31st January 2022.

2. Criteria

Projects **must**:

- meet at least one of the Council's Corporate priorities:-
 - address the climate emergency
 - deliver for local residents
 - focus on prevention
 - give people a bigger say
- be supported by the local community, village, neighbourhood, Parish or Town Council (where relevant).
- demonstrate where possible match funding or equivalent in-kind support (eg volunteer time).
- evidence need and demonstrate how they will address local priorities.
- evidence that there is community support and or community consultation has been carried out.
- have a lead organisation and with a valid bank account.

When a council service is delivering a project, evidence must be provided with the application that the service area agrees to this work being carried out.

Where a project has ongoing costs, evidence must be provided within the application on how these will be met.

If consents, such as planning or licencing are required, details must be provided with the application.

WCEF funding will **not** be awarded for:

- Individuals
- Medical research
- Solely for running costs
- Political groups, or activities promoting political beliefs
- Projects which have already been completed
- Promotion of any religion, faith or belief

3. Project Costs

Within the application, details of all related project costs will be required including details of match funding or in-kind support such as volunteering hours (valued at £10 per hour).

Where a project has significant costs such as design or project management costs, these will have to be met from the project, so please ensure that all costs are considered and accounted for within the application.

Please be aware that some internal departments will charge for their services and on-going revenue costs towards the project.

4. Funding allocation

Each Ward Councillor will be allocated £1,000. Funding can only be drawn down following submission of a valid application. Funding must not be promised until final approval is granted by the Councils Community Engagement Team.

5. Application process

All applications must be submitted by the Ward Councillor. More than one application can be submitted. Each application must be a minimum of £200 or more.

Consent must be obtained from the recipient organisation or service area before an application is submitted.

If the application is delivered across a wide geographical area, please ensure that the relevant Ward Councillors are notified.

Once the application is submitted, further details may be requested before approval is given.

Additional information can be submitted with the application.

Once completed, the application form must be submitted by e-mail to: WCI@bathnes.gov.uk.

6. Deadline

All application forms must be submitted by no later than by 31st January 2022. Any outstanding funds not allocated will be redistributed to other projects. All funds must be spent by the 31st March 2022.

7. Decision process

Applications will be processed within eight weeks of receipt of the application. If approval is not given, the application will be returned with a reasoned explanation.

Once an application is approved the applicant will be notified by email and details will be recorded on the decision register.

8. Terms and conditions

The Council will send out a grant agreement document that must be completed and returned for all successful applications. Applications will not be able to proceed without a completed grant agreement in place.

The Council will make arrangements for the funding to be transferred to the recipient's bank account (the Council does not issue cheques). Details must be provided on the application form. No funds will be paid into a personal account.

Where Bath & North East Somerset Council undertakes the work, a direct transfer of funding will be made to the appropriate service area.

The recipient organisation will be required to sign a written acceptance of the terms and conditions of the funding.

The recipient organisation will be required to provide a written report on the project. All grants will be required to provide evidence that funding was spent for the reasons for which it was allocated. This will include valid receipts.

All projects must acknowledge Bath & North East Somerset Council's support.

All projects must be completed and funding spent within six months of receiving the funding.

Any proposed changes to a project which has been allocated funding must be notified in writing as soon as possible to Partnerships and Corporate Services, and cannot be implemented until approval has been granted through the process stated above.

9. Contacts

If you have any further questions or queries, please contact:

Bath and the environs

Mark Hayward, Community Engagement Officer

Email: mark_hayward@bathnes.gov.uk

Tel: 01225 396975

Chew Valley, Keynsham and Somer Valley

Alison Wells, Community Engagement Officer

Email: alison_wells@bathnes.gov.uk

Tel: 01225 396539