



DERBY CITY COUNCIL

## AREA PANEL 5 6 OCTOBER 2004

Report of Director of Policy

### **New criteria and application procedure for area panel funding**

#### **SUPPORTING INFORMATION**

- 1.1 The purpose of this report is to inform councillors and residents about the new criteria and procedures for making an application for area panel funding as agreed by Council on 21 April 2004. It also provides information about the introduction of Area Panel Grant Appraisal Panels that will appraise all future applications for area panel funding.
- 1.2 A copy of the new criteria and one stage application form for area panel funding is attached to this report in Appendix 1. Council agreed to introduce the criteria and procedures after September 2004 and all new applicants for area panel funding must complete this form.
- 1.3 The main changes in the funding criteria will mean that priority will be given to:
  - applications from voluntary and community groups
  - projects that provide a service in response to the needs of the local residents raised at a community meeting such as an area panel, community panel, police liaison or community group meeting
  - projects that show evidence of match funding or self help, directly benefit people living in the geographical area covered by the area panel and contribute to the delivery of one or more of the objectives or priorities set out in the Council's Corporate Plan; and
  - the maximum amount of funding awarded to each project will, in most cases, be between £50 and £2,000.
- 1.4 The new process for applying for area panel funding is as follows...
  - Applicant completes and submits a formal application on the application form.
  - Area panel manager evaluates the application and takes it to the Area Panel Grants Appraisal Panel, to appraise each project application.
  - Area panel manager puts forward project applications to each area panel with a clear recommendation for approval or rejection of each application based on the project appraisal.
  - Area panel decides whether or not to approve the project.
  - Applicant is informed of the area panel's decision.

- 1.5 Area Panel Grants Appraisal Panels will meet a maximum of four times each year and they will appraise all application for area panel funding. The schedule of meetings and the deadlines for applications for the next financial year are:

<b>Date of Area Panel Grant Appraisal Panel</b>	<b>Deadline for applications for area panel funding for all area panels</b>
Week commencing October 4	Friday 17 September
Week commencing December 6	Friday 19 November
Week commencing February 7	Friday 21 January
Week commencing May 16	Friday 29 April

## **PROPOSED ACTION**

- 2.1 To note the contents of this report.

**For more information contact:** Sarah Edwards 01332 255636 e-mail [sarah.edwards@derby.gov.uk](mailto:sarah.edwards@derby.gov.uk)  
**Background papers:** Area Panel Good Practice Guide and Protocol –Report to Council 21 April 2004  
**List of appendices:** Appendix 1 – Area Panel funding criteria and application form