



DERBY CITY COUNCIL

## AREA PANEL 3 8 SEPTEMBER 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

## Guidance for Applications to the Area Panel Budget 2004/5

### Purpose

The purpose of the Area Panel Budget is to develop appropriate solutions to community issues raised by residents within the area served by the area panel. All applicants must demonstrate how their proposal responds to residents' needs within the area.

### Who can apply for area panel funding?

- Voluntary or community groups
- Local service providers such as Council departments and the police
- Individual residents – but, in this case, agreement will need to be obtained from a Council department or a local community/voluntary group to manage the funding
- Local councillors. When a councillor submits an application or plays a significant part in helping a community group submit an application, they should regard themselves as having a personal and prejudicial interest under the Members Code of Conduct.

### What the area panel budget can fund

- Applications for revenue and capital costs.
- Initiatives or projects serving the people living in the geographical area covered by the area panel.

### What the area panel budget cannot fund

- Requests for projects of a party political or religious nature
- Revenue funding for ongoing staffing costs
- Projects that require ongoing maintenance or revenue funding by the Council unless this has already been approved by the relevant Council department
- Any applications for work or projects that have already taken place

### Funding criteria

All applications must provide information about how the project will:

- 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.

In addition, all applications must meet at least **one** of the following criteria:

- improve access for local people to existing services
- provide a service in response to an issue raised in a community update report at an area panel
- contribute to environmental improvements which will provide a benefit to local residents
- assist in providing an integrated service in response to an issue raised at an area panel meeting
- enable residents to participate in their community or at area panel meetings.

## **Evidence required to support each application**

All applications for funding must provide clear indication of:

- how the project will meet the area panel funding criteria
- how the project will respond to the needs of residents – such as a petition, results of a community survey, indication of community support where the issue has been raised at a community meeting such as an area panel, community panel or a police liaison meeting
- how the project will be sustained beyond the period of funding if it is not a one-off project
- any additional funding that is required to complete the project
- how the project will be implemented – the timetable.

## **How much money can each group apply for?**

In most circumstances, the amount of funding that will be awarded to each project is between £50 and £2,000. But the panel does have discretion to award more for projects that it considers to be a priority for the area.

## **How often can you apply for Area Panel funding?**

Only one grant can be awarded for any one initiative or organisation within a financial year.

## **Process for making an application**

1. Applicant completes and submits a formal application on the application form.
2. Area panel manager - APM - evaluates the application and takes it to the Area Panel Grants Appraisal Panel which meets a maximum of four times a year to appraise each project application.
3. APM puts forward project applications to each area panel with a clear recommendation for approval or rejection of each application based on the project appraisal.
4. Area panel decides whether or not to approve the project.
5. Applicant is informed of the area panel's decision.

See area panel funding flowchart.

## **Implementing the project**

1. APM meets applicant to discuss conditions of funding, monitoring arrangements and to put a funding agreement in place.
2. APM arranges to pay grant to voluntary and community groups or authorises internal departments to go ahead and deliver the project.
3. APM visits the project and monitors delivery of the project.

## **Prioritising projects**

It is important to remember that area panels must consider priorities within the area when considering requests for funding. Not all requests that meet the area panel criteria will be considered a priority. Area panels will give priority to applications that:

- show evidence of match funding or self help
- projects that directly benefit people living in the geographical area covered by the area panel
- contribute to the delivery of one or more of the objectives or priorities set out in the Council's Corporate Plan.

## Conditions of funding

All applicants:

- must sign a funding agreement before a grant is paid
- must fill in a basic monitoring report to show how the fund was spent, feedback on the initiatives impact on local residents and also provide copies of all receipts and invoices
- are responsible for obtaining all necessary planning and statutory consents
- must undertake to work with local residents to plan and implement the project / development
- must provide three written quotations for capital expenditure preferably from local traders or individuals
- must acknowledge the area panel's financial support in any publicity material.

Applications from organisations outside the Council must provide evidence of their bank account details, the organisation's aims and objectives and its commitment to equal opportunities.

## Freedom of Information Act 2000

The Council is a public body for the purposes of the Freedom of Information Act 2000 – FOI Act and information may be disclosed by it in accordance with the provisions of that Act or its statutory Publication Scheme. If you consider that any of the information that you are supplying to the Council should be maintained as confidential, please clearly identify

- the specific information that is confidential
- the reason for such confidentiality
- the period during which confidentiality should be maintained

The Council maintains the right to reject a request for confidentiality where it considers that such confidentiality cannot be justified under the FOI Act.

## More information

The area panel manager will provide help and assistance:

- Richard Smail on 01332 258505, email: [richard.smail@derby.gov.uk](mailto:richard.smail@derby.gov.uk) for Area Panel 1 and 4
- Bill Reed on 01332 258501, e-mail [bill.reed@derby.gov.uk](mailto:bill.reed@derby.gov.uk) for Area Panel 2 and 5
- Sarah Edwards on 01332 255636, [sarah.edwards@derby.gov.uk](mailto:sarah.edwards@derby.gov.uk) for Area Panel 3

## Area and Neighbourhood Unit

Policy Directorate  
Derby City Council  
PO Box 6290  
Corporation Street,  
Derby DE1 2XL

## Area Panel Funding Application Form

### Details of applicant or organisation

Area panel number	
Title of project	
Name of organisation	
Contact name	
Position	
Address	
Telephone number	
Fax number	
E-mail address	

1. How many people do you estimate will benefit from the project?	
2. What percentage of those who will benefit do you think live within the area served by the area panel?	
3. When was the group established?	
4. Has the group received any grant from Derby City Council before?	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>Yes <input type="checkbox"/></span> <span>No <input type="checkbox"/></span> </div>
If yes, how much and when?	

## Area Panel Funding Application Form

### Initial project outline

Name of organisation			
Title of project		Area panel number	
<b>Details of project</b>			
5. Provide a summary of the project for area panel funding			
6. Amount of funding requested		Total cost of the project	
Please provide details on how the following funding criteria will be met.			
7. Provide details of the evidence you have that shows this project is responding to the needs of local residents.			
8. Provide details of how the project contributes to the delivery of one or more of the objectives set out in the Council's Corporate Plan.	Job opportunities		
	Strong and positive neighbourhoods		
	Education		
	Protecting and supporting people		
	A healthy environment		
	Shops commercial and leisure activities		
	Integrated cost effective services		

Please provide details on how **at least one** of the following criteria will be met?

9. Improve access for local people to existing services.

10. Provide a service in response to an issue raised in a community update report at an area panel.

11. Contribute to environmental improvements which will provide a benefit to local residents.

12. Assist in providing an integrated service in response to an issue raised at an area panel meeting.

13. Enable residents to participate in their community or at area panel meetings



## Area Panel Funding Application Form

### Breakdown of costs

**14.** Please provide a full detailed account of how the proposal for area panel funding will be spent

Activity or item	Cost

**15** If the total cost is higher than the funding requested, please detail where the additional funds are being obtained. Please also list any support in kind such as volunteer work, self help and funding requested or received from other agencies

Source of other funding or support	Amount
<b>Total</b>	

## Area Panel Funding Application Form

### Evidence to support the application

**16.** Please provide evidence of how the project will be sustained beyond the period of funding, if it is not a one-off project, including how ongoing revenue costs will be funded.

#### **Evidence of need**


**17.** Please provide an outline of the proposed timetable for the delivery of your project.

Activity	Completion date

## Area Panel Funding Application Form

### Paying and managing the grant

Who will manage the fund?

Name

Address

Telephone number

E-mail address

How do you support and implement equal opportunities?

Please attach an equal opportunity policy if you have one

### Details of Bank Account

**Group's account name:**

**Bank/ Building Society name:**

**Bank/ Building Society address:**

**Bank/ Building Society account number:**

**Sort code**

**Cheques payable to**

Please note that cheques will not be made out to individuals

### AGREEMENT

1. We will use any funding awarded for the purposes set out in this application. We will first agree any changes on how the fund is to be spent with the Council.
2. We will not sell any equipment or other assets purchased with the funding awarded without the prior knowledge and consent of the Council
3. We will not use the fund to pay for any expenditure already incurred by the organisation prior to approval of requested fund.
4. We will spend the funding by the date agreed. If we are unable to spend the entire fund, we will contact the Council to discuss when we will be able to spend the full amount awarded.
5. We realise that we are responsible for any overspend on the project
6. We will take steps to monitor success and complete the relevant monitoring forms on request.
7. We will keep all financial records and accounts, including receipts to show how the fund was spent for at least one year after the completion of the project.
8. We accept responsibility for obtaining all necessary planning and statutory consents.
9. We will make sure that any written material promoting the project will acknowledge the financial assistance provided by the Derby City Council.
10. We agree that the Council will have the right to withhold or request repayment of the fund or any part of it at its discretion for any of the following circumstances:
  - a. this agreement is breached
  - b. the application form and supporting documentation was completed dishonestly or with incorrect information
  - c. the organisation fails to reflect equal opportunities in its practices
  - d. the organisation ceases to operate, is dissolved or is insolvent.and that these terms and conditions will prevail and remain in force until the fund is spent and until we complete and return all relevant forms.

### Freedom of Information Act 2000

The Council is a public body for the purposes of the Freedom of Information Act 2000 and information may be disclosed by it in accordance with the provisions of that Act or its statutory Publication Scheme.

I confirm on behalf of the organisation that I am authorised to sign this agreement and that, to the best of my knowledge, all answers are true and correct. I further confirm that if the application is successful, in full or part, the organisation will comply with the above terms and conditions.

**Your signature** \_\_\_\_\_ **Name in full:** \_\_\_\_\_  
**on behalf of the organisation**

**Position in** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**organisation:**



Please return completed application form to:  
Area Panel Manager, Derby City Council, PO Box 6290,  
Chief Executive's Department, Policy Directorate, The Council House, Corporation  
Street, Derby, DE1 2XL