

## Appendix 2

### Neighbourhood Board Budget Approval Process

#### Purpose

To facilitate the implementation and processing of neighbourhood board budgets across 17 wards.

#### Process

- Attached is a sample application form and guidance for how Board budgets can be allocated.
- Where a ward has a formal Board, the Board will decide on spend (agreed by the Ward Committee).
- Where a ward does not have a formal Board, the Councillors will all receive a copy of the submitted application and agree spend by a majority (agreed by the Ward Committee)

#### Allocation

- The Neighbourhood Manager will ensure that a ward committee decision has been taken and will complete the finance requisition forms to process the spending.

#### Rules for Neighbourhood Board funding

- Funds will be used to support community engagement, help with local priorities and assist small community groups or projects.
- Quarterly monitoring of spend across all 17 wards in conjunction with Cabinet Member to ensure spread across the City & Priorities.
- Budget codes for this funding to be held by the Community Safety and Integration Finance Officer.

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#### Neighbourhood Ward Budget – Process Check

|         |  |
|---------|--|
| Ward(s) |  |
|---------|--|

#### 1. What will the money be spent on?

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|  |
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#### 2. Who is proposing this spend ✓

|                       |  |                                  |  |
|-----------------------|--|----------------------------------|--|
| Community group       |  | Neighbourhood Officer            |  |
| Neighbourhood Board   |  | Derby Homes                      |  |
| Councillor            |  | Other Partner Agency (state who) |  |
| Neighbourhood Manager |  |                                  |  |

#### 3. Which local Ward Priority does it meet?

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#### 4. How much will it cost?

|   |                        |
|---|------------------------|
| Requested contribution from Neighbourhood Budget                | £                      |
| Total cost  | £                      |
| If requesting a contributing towards total cost, is the balance | Y / N amount secured £ |

|          |  |
|----------|--|
| secured? |  |
|----------|--|

5. Board recommendation

Y / N Amount £

Date \_\_\_\_\_

6. Ward Committee decision

Y / N Amount £

Date \_\_\_\_\_

7. Decision letter sent to applicant? Y / N

8. Finance requisition paperwork completed? Y / N