

Ward Members Budgets Criteria



Nottingham
City Council

Who is eligible to apply for funding?

Most community and voluntary organisations, groups and statutory organisations that work within the city boundary are eligible to apply for funding.

They must also have the following in place:

- A constitution or set of written rules which set out your aims and objectives. This must also contain a dissolution clause that states any assets purchased with grant funding will be kept for community use should the group come to an end or close.
- An Equal Opportunities policy or statement.
- A Safeguarding Children policy (if working with children and young people).
- Disclosure and Barring Service Checks (for people working with children or vulnerable adults).
- A bank or building society account in the groups name with at least two unrelated signatories.
- Annual accounts for groups over 12 months old.
- A 6 month cash flow for groups under 12 months old showing predicted income and expenditure.

If they are a locally managed branch of a national organisation, they can apply as long as they have their own local constitution, management committee and accounts. (See Appendix A for more details)

What will the funds support?

The funds will support costs like the examples below. In all cases the costs must relate directly to the activity the group are providing.

Rent	The cost of using premises to deliver your project or to hire a venue for an event
Equipment	Purchase of materials and / or hire of equipment to deliver your project / event
Publicity	Production of a leaflet or newsletter to advertise the activities you are undertaking
Expenses	Travel / parking for staff and volunteers delivering activities (specified pence / mile)
Training	Necessary Courses that you intend to offer volunteers and / or staff
Admin costs	Insurance and membership costs, general stationery for running the activity
Salaries	Staffing costs for <u>additional hours / new posts</u> to deliver the activity (inc. recruitment)
Support	Additional specific support that may be needed (e.g. translation costs)

What will the funds not support?

The fund cannot be used to support:

- Individuals
- Activities where making profit is a primary aim
- Private businesses
- Activities where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds. **We can fund** religious organisations to work with others and to develop community cohesion.

- Political groups or groups promoting political activities
- Charitable or fund raising activities
- Groups / organisations where the majority of the membership live outside the City Council boundary (Groups may be required to produce a statistical breakdown of their membership by area)
- Costs the group owed or promised to pay before the application was approved (retrospective)
- Projects that will take more than 12 months to complete
- Grant making bodies applying for funding to redistribute to individuals or groups
- Transport (exceptions may be considered where participants may be excluded from the activity)
- Costs associated with foreign travel

Organisations can apply to a maximum of 3 wards in any 12 month period.

Appendix A

Ward Members Budgets Documentation

These are the minimum standards which a voluntary/community organisation must meet to be eligible for funding through the ward members budgets from Nottingham City Council. Applications must also meet the criteria for funding to be eligible for a grant.

Governance

1. A governing body with a minimum of 3 members (trustees or directors). If there are related members, there must always be an independent member.
2. The Governing body meets at least quarterly.
3. Payment of members of the governing body:
 - Must be detailed in a formal written agreement;
 - For registered charities, this must be in the governing document or other document agreed by the Charity Commission;
 - For CICs must be clearly detailed in the governing document.
4. Governing documents clearly state:
 - Organisation is not for profit, or has a clear clause in its governing document ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or owners;
 - Charitable aims that are suitable for the work applied for;
 - Dissolution clause/asset lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure;
 - For CICs, the asset lock/dissolution clause must name the selected organisation.

Financial

1. Provide the most recent official accounts, signed and dated by Chair or treasurer of the governing body. If over 18 months old, an explanation is required.

2. Provide a financial forecast if organisation is in the first 12 – 18months of operation. Forecast to include as a minimum:
 - a. Projected income
 - b. Projected expenditure
 - c. Some planning/clarity around income generation
3. Minimum of 2 unrelated payment authorisers.

Safeguarding (where appropriate)

1. Safeguarding policy in the applicant organisation's own name
2. Named safeguarding representative within the organisation
3. Safeguarding training for all staff/volunteers who have face to face contact with children and young people or vulnerable adults. Training should be appropriate to the nature of the work, cover the organisation's policies and procedures and refreshed regularly
4. All people working with vulnerable people are subject to the relevant checks eg DBS
5. Safeguarding policy includes clear steps to take in the event of an incident or disclosure including who to inform and how to contact them
6. Evidence that the policy has been reviewed within the last twelve months.

The NSPCC website <https://learning.nspcc.org.uk/research-resources/2017/nspcc-safeguarding-standards-and-guidance-england/> provides detailed guidance for groups needing help to set up a policy.

Equal Opportunities

An equal opportunities policy or statement