



Torridge District Council

NEW HOMES BONUS PROTOCOL

2019/2020

www.torridge.gov.uk/communitygrants

Torridge – a great place to live, work and visit

New Homes Bonus

Foreword

We are delighted to be able to offer Parish and Town Councils, voluntary organisations and community groups the opportunity to once again apply for funding for projects that help improve their local area as the scheme enters into its fourth year.

Up until now the Council has committed nearly three quarters of a million pounds to local projects from monies that the Council receives from the Government for new properties being built in our area.

There has already been a wide range of successful projects which have benefited from this funding including;

- Village hall improvements
- Purchase and installation of community defibrillators
- Air Ambulance landing lights
- New playground equipment
- Community shop extensions
- Sports equipment and facility improvements

This has all stemmed from the Authority wanting to ensure that the benefits of the New Homes Bonus are felt across the District and supports projects which benefit local communities and provide a lasting legacy.

We will continue to place localism at the heart of our approach to the New Homes Bonus by giving parish and town councils, voluntary organisations and community groups a role in coming forward with spending proposals.

We hope that this protocol will continue to ensure the benefits of economic growth are more visible across all areas of the district.

We look forward to seeing the new projects come to fruition with help from our next round of funding.



Jenny Wallace
Head of Paid Service

Councillor Jane Whittaker
Leader Torridge District Council

A protocol for the New Homes Bonus Fund & Councillor Community Grants Scheme

The New Homes Bonus allocation will contribute to two community funding schemes and a staff resource to run the schemes.

For the financial year 2019/20 there will be approximately £81,000 in the New Homes Bonus Fund and £72,000 for personal Councillor Grants Scheme to support and help rejuvenate our local communities. Each of these is explained in more detail:

Essential criteria for the scheme:

- A project must be run by a local Parish or Town Council, voluntary organisation, community group or social enterprise - not individuals or businesses
- The project must be within the Torridge area and the funds to benefit residents of Torridge
- The project meets at least one of TDC's strategic priorities:
- The project also needs to meet at least one of the following criteria: adding to health and wellbeing of the community/ creating educational, training or work opportunities for the community/ improving quality of life of the community
- Preference will be given to projects which will have a long-term impact
- Funding will only be provided for Capital costs (revenue costs will not be funded)
- Must not require ongoing revenue funding from TDC and have sound business plan in place if there is ongoing revenue requirement
- The minimum funding available is £1000
- Maximum funding is £5,000 (*any organisation having already been awarded accumulative sums of up to £5,000 will not be eligible to apply again except for Parish Councils*)
- Not for funding of a project already completed
- Evidence that the project is achievable within funding timescales.
- Grants will not be authorised where it is considered an organisation has sufficient reserves to fund the project themselves (organisations will be required to submit full audited accounts with applications)

- Grants will not be authorised for projects that come within another organisation's statutory responsibility

N.B.: For clarity the term "organisation" includes Parish and Town Councils.

Extra weight will be given to applications which demonstrate:

- Match funding
- Wider impact beyond parish or town
- Evidence of support across organisations and/or parish boundaries

The process for determining proposals is set out below:

- All proposals will be determined by the Head of Paid Service in consultation with the Local Ward Councillor(s).

The funding will usually be released once there is a commitment to spend the money and upon receipt of a signed agreement from the applicant. If for some reason a project does not come to fruition any released grant money must be returned to the Council.

Further information together with the application form is available on our website:

www.torridge.gov.uk/communitygrants

The second funding scheme, our **Councillor Grants Scheme** is for smaller projects (minimum £100) where each Councillor has an annual budget of £2,000.

Councillor Grants Scheme

Please read these Guidance Notes carefully before completing a Councillor Grant Application.

The Councillor Grant Scheme enables individual Ward members to support projects benefiting residents in their Wards. Each Member has been allocated a budget of £2,000. The allocation is available to spend in line with the municipal year, 1st May – 30th April.

General Guidance:

Applications may be made for a grant from a single Councillor's allocation, or from two or more Councillors jointly supporting a project.

Members will be required to give notice of any personal or prejudicial interests when submitting an application. If an interest is declared, the application will need to be approved by the Head of Paid Services.

With effect from May 2015 where there are sums allocated for a particular year and not spent within that municipal year, members will be given 3 months (to 31st July) following the end of the municipal year, to spend any unallocated funds. Any remaining sums after the 31st July would then be transferred into the Community Development Project Fund. This does not apply to years in which there are elections for District Councillors.

Aims of the scheme:

- To enhance the role of Ward Members as community champions, providing them with the tools to support local groups in their communities and become more involved in local projects.
- Provide an opportunity for Ward Members to support projects which they know meet identified local needs.
- Enable projects to secure funding when they do not meet the criteria and priorities of other funding programmes.
- Provide a quick and easily-accessible pot to enable projects to get off the ground.

What is it for?

- Projects and activities that benefit the residents of the Member's ward.
- One-off items of revenue or capital expenditure.
- In special circumstances grants can be made via internal transfer, where there is no suitable overseeing local body.

What/Who is not eligible?

- Retrospective funding.
- Grants cannot be awarded for twinning activities outside of the UK. Twinning activities that take place in appropriate Wards, and support local community events with open access are eligible
- Grants direct to Parish Councils are eligible only for projects outside their core responsibilities. Activities which would normally be funded by precept monies are not eligible.
- Repeat funding for the same project.
- Activities contrary to Council policies.
- Activities which the authority has no legal powers to fund.
- Political activity.
- Hospitality.
- Donations to charitable organisations.
- Commercial organisations.
- Grants that seek to cover core organisational costs such as employees, rent, utility costs, will not be considered. Costs to support the work of volunteers will be considered.
- Grants for activities that promote religious beliefs. However, for the avoidance of doubt religious organisations can receive grants for the community and social aspects of their activity, where they do not restrict access to the project from their own religion, or other religions.

Who can apply?

- Any group based within the ward of the supporting Councillor, or beyond the ward where their activities benefit the residents of that ward, e.g. voluntary and community groups, schools, and clubs.
- The group does not have to be a registered charity but will need to have a bank account (or identify another organisation which can act as banker for funds). The group will also require a constitution, terms of reference or a set of rules.
- Groups/projects will need to prove the funding is needed (e.g. through supplying accounts, current bank account, where possible).
- Grants are not available to an individual.

How much is available?

- Each Councillor is allocated £2,000. The whole £2,000 may be granted to one project, or smaller grants may be made to a number of different projects. The minimum award for each individual grant is £100.
- Members are also able to match the District grants scheme with the County grants scheme, where appropriate.
- Grants can cover up to 100% of the total project costs.
- Evidence of other funding (secured or applied for) must be demonstrated.

Councillor Grants Application Process.

Members should hold an initial discussion with the applicant to determine the nature of the organisation, and the proposed project. If it is decided to award a grant the following actions are required:

1. Part A of the application form should be completed and signed by the applicant. The applicant must provide a copy of the organisation's constitution or governance document and proof that a bank account has been set up in the organisation's name.
2. Part B of the application should be signed by Members, or a confirmation e-mail supporting the application sent to the Commercial and Leisure Services Admin. Assistant.
3. Members must provide any details of declaration of interest on the application form.
4. The completed application form should then be forwarded to the Commercial and Leisure Services Admin. Assistant (Peter Soper).

For further information regarding the personal Councillor grants please contact Peter Soper

peter.soper@torridge.gov.uk

01237 428700