



## Principles for Area Wide Grants (AWG)

### 1 Introduction

- 1.1 In February 2016 the Council resolved to replace the previous Community Grant programme with a system of Member Awarded Funding (MAF). Public consultation on proposals for the operation of this scheme raised concerns over future support for groups or projects which provided facilities or services across South Gloucestershire areas.
- 1.2 The Area Wide Grant (AWG) was established and in support of this a number of basic principles have been agreed to provide a transparent, accountable, consistent and legal process to be adhered to. These are laid out below.

### 2 Funding

- 2.1 The budget for AWG is £70,000 per annum. There is no guarantee that the same (or any) budget provision will be available in subsequent years and it is subject to the Council's annual budget decisions.
- 2.2 It is not permissible to carry forward uncommitted AWG amounts into the next financial year.

### 3 General Principles

- 3.1 The minimum level of award should be £500 with flexibility given.
- 3.2 The maximum level of award should be £3,000 with flexibility for both exceptional circumstances and budget availability.
- 3.3 All organisations must be registered to the Grants on-line system with approval received prior to application.
- 3.4 It is the responsibility of the organisation to maintain its registration details.
- 3.5 Schemes/purposes must demonstrate how they contribute to the priorities and aims within the Council Plan 2016/20.
- 3.6 Applications can be received at any point during the year and it will be determined upon receipt which decision-making meeting each application will be presented to.
- 3.7 Applications should directly meet the needs of residents of at least 6 of the 14 Community Engagement Forum (CEF) areas or the equivalent in ward areas.

## **4 Exclusions and restrictions**

- 4.1 The following exclusions and restrictions are to be adhered to in the AWG process.
  - 4.1.1 awards cannot be made to individuals.
  - 4.1.2 awards cannot be made for political purposes or gain.
  - 4.1.3 awards cannot be made that fuel or support any radicalisation/terrorist activity or to any proscribed organisations.
  - 4.1.4 awards cannot be made retrospectively.
  - 4.1.5 the spend of money awarded will be subject to audit.
  - 4.1.6 if a scheme does not go ahead, or the money is used for a purpose other than that originally agreed, the funding will need to be repaid by the organisation to the Council.
  - 4.1.7 applications will not be considered from schools/academies or associated organisations eg PTAs. However, if organisations can demonstrate and provide evidence of their operational independence from schools they will be eligible to apply.
  - 4.1.8 staffing costs to be funded in the first year of operation only. If staffing costs are for the development of a NEW project within the existing organisation, this may be considered.
  - 4.1.9 there will be no process for appealing against the decision on award of AWG.

## **5 Decision making**

- 5.1 The South Gloucestershire Code of Conduct applies to Members when they act in their capacity as a Councillor, this includes when taking AWG decisions.
- 5.2 In accordance with the Constitution, in the event that the Executive Member for Communities and Tourism is required under the adopted Code of Conduct to declare an interest, the decision in relation to any application to which the interest relates shall be taken by the Leader or the Deputy Leader of Council.
- 5.3 A sub-group has been formed and the membership gives political and geographical spread. The objective of the sub-group is to review the AWG applications and to provide the Executive Member for Communities and Tourism with recommendations and reasoning to guide their decisions on the award of grants.
- 5.4 The sub-group will be convened at least twice a year.

5.5 Organisations will be given the option to attend the sub-group meeting in support of their application and will be provided with the opportunity to give a two-minute presentation to the membership of this meeting prior to the recommendation being made.

## **6 Payment**

6.1 AWG payments will be made in advance of service delivery and within five to ten working days of the award notification, but are subject to any conditions being met.

## **7 Monitoring of delivery**

7.1 Monitoring of service delivery will be undertaken by the Council's Grants Team on an annual basis.

7.2 The AWG process will be reviewed initially after a twelve month period and thereafter as appropriate with any changes identified and implemented as required.

## **8 Public record keeping**

8.1 Information on approved or rejected applications will be published on the Council's website in order to meet the Council's legal obligations under the Local Government Transparency Code.

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