

Ward Councillor Community Fund Grants New Criteria from 1 September 2022

At the Executive meeting on 20 October 2020, the Council agreed unanimously to introduce a grant scheme to provide an allocation for each ward councillor.

At the Executive meeting held on 16 August 2022 the applicant criteria was amended as follows and is applicable from 1 September 2022:-

For the financial year ending 31 March 2022 the allocation has been set at £1500 per ward councillor.

Applicant Criteria

- The scheme is designed for “not for profit” groups who must have a constitution or be a registered charity or CIO.
- The applying organisation must have a bank account with at least two signatories on that account.
- Individuals are excluded from applying.
- In exceptional circumstances where a for-profit organisation is part of the application chain, a maximum of 1 Ward Councillor Grant will be allowed.
- Maximum grant per application is £500 and must be for the direct purchase of an asset, or a cost directly related to putting on their event. If the application is for an indirect action e.g., marketing, then a maximum of 1 Ward Councillor Grant is available at £250.
- Applications are to be for the Surrey Heath area only and provide a clear benefit to Surrey Heath Residents and with each application the number of Surrey Heath residents stated to benefit from the grant must be credible.
- No event or organisation may receive more than 3 Ward Councillor Grants in each financial year, either directly or indirectly.
- All related printed or digital output must acknowledge a grant from SHBC
- Groups who submit applications on behalf of others are not permitted.
- It is recognised that these rules cannot cover every eventuality or combination of circumstances and therefore the decision of SHBC is final.

Endorsing Councillor Criteria:

- A Councillor can make awards outside their ward, but the home ward Councillor must be advised of the application and award.
- A Councillor cannot fund a group or activity if they are a trustee or any member of the household or immediate family, parent, child, brother, sister or step family are connected.
- Any unused funds cannot be carried over to the next financial year.
- The applications are to be administered by the Community Partnership Officer and Executive Head of Transformation before being processed for payment.
- Any application that is either unclear or questionable will be referred to the Portfolio Holder or Leader of the Council if either is conflicted for a final decision.
- The budget will be monitored by the Executive Head of Transformation in consultation with the finance department.
- All successful bids will be reported to the Portfolio Holder on a monthly basis, and annually to the Executive, and the Performance and Finance Committee.

Budget Allocation:

How to apply

To apply, in the first instance please make contact with your [ward Councillor\(link is external\)](#), to discuss with them directly how you think we can help your local group. You will then need to complete the [Ward Councillor Community Fund Grant Scheme online form\(link is external\)](#).

Any application received prior to a ward Councillor discussion and approval cannot be accepted and will be returned to you.

More Information

For further information, please contact Community.Development@surreyheath.gov.uk