



ROTHERHAM AREA ASSEMBLIES

ROTHER VALLEY WEST DEVOLVED REVENUE BUDGET

APPLICATION GUIDANCE NOTES

ABOUT THE AREA ASSEMBLY DEVOLVED REVENUE BUDGET

All of the seven Area Assembly areas covering the Rotherham borough have been allocated a devolved budget during the financial years of 2016/17.

A total of £280,000 has been allocated across the seven areas. This is made up of £140,000 revenue funding and £140,000 capital funding with an allocation of £20,000 revenue and £20,000 capital to each Area Assembly.

The Area Assembly devolved budget is designed to help community and voluntary groups, and statutory organisations in partnership with RMBC to improve the quality of life for local residents by positively responding to community issues.

Applications are welcomed from constituted community groups, voluntary groups, statutory organisations or Council Directorates. Applications from statutory organisations must show how the project will involve the local community.

The minimum amount per project is £500 and the maximum amount is £2500.

Successful applicants will be contacted to arrange payment of funding and monitoring and evaluation requirements.

CLOSING DATE – All applications must be received by 26th August 2016.

WHAT CANNOT BE FUNDED VIA AREA ASSEMBLY DEVOLVED REVENUE BUDGET

The list below details things that will not be funded by the Area Assembly Devolved Budget:

- Expenditure that conflicts with decisions taken by full Council, Cabinet or Cabinet Members.
- Expenditure that has adverse effect on any other part of the Borough.
- Expenditure on activities of a political or exclusively religious nature.
- Expenditure that is already supported from other government sources, local authority grants, charges paid by leaseholders, or EC Structural

funds, to the extent that the combined Area Assemblies Devolved Budgets and other support total more than 100% of the project costs.

- Expenditure on works or activities which any person has a statutory duty to undertake, except where there is justification in terms of the regeneration outputs or impact that will result, e.g. In the case of beneficial activity brought forward, or carried out in a way which best promotes sustainable regeneration, as a result of grant support.
- Depreciation, amortisation or impairment of fixed assets.
- Interest payments or service charge payments for finance leases.
- Gifts, other than promotional items with a value of less than £10 in a year to any one person.
- Entertaining
- Statutory fines, criminal fines or penalties.
- Recoverable input VAT incurred.
- Any liabilities arising out of negligence.
- Payments for unfair dismissal or redundancy to staff employed on fixed term contracts.
- Expenditure where the appropriate details / methodology are not readily available for validation by the relevant auditor.

A GUIDE TO COMPLETING A FUNDING APPLICATION TO THE AREA ASSEMBLY DEVOLVED REVENUE BUDGET

1. CONTACT DETAILS

Applicants must provide a postal address where mail is accessed on a regular basis. Do not provide details of premises that are closed for a period of time.

If your organisation is a registered charity, please provide your registration number

2. BANK DETAILS

Approved Area Assembly funding will be paid by Cheque to Community Groups, BACS transfer or via Internal Journal Transfers to RMBC Directorates.

Bank details must be in the same name as the group applying for the funding. Under no circumstances will funding be paid to an individual's bank account.

A minimum of two signatories must sign any cheque or withdrawal from the bank account, signatories must not be related to one another.

Payments will not be processed where an applicant has monitoring information outstanding.

3. THEME LINK/NEIGHBOURHOOD PRIORITIES

In response to **question Three** please tick which Theme Link/Neighbourhood Priorities that your project will work towards achieving.

During the summer of 2015, the Leader of the Council and the Commissioners, supported by leading councillors and partners, met with people across Rotherham in order to listen to their views and vote on their priorities for the future.

The Leader of the Council, in consultation with other members, has used the feedback received to define a new vision for the Borough, as follows:

Rotherham is our home, where we come together as a community, where we seek to draw on our proud history to build a future we can all share. We value decency and dignity and seek to build a town where opportunity is extended to everyone, where people can grow, flourish and prosper, and where no one is left behind. To achieve this as a council we must work in a modern, efficient way, to deliver sustainable services in partnership with our local neighbourhoods, looking outwards, yet focused relentlessly on the needs of our residents.

To this end we set out four priorities:

- 1 Every child making the best start in life**
- 2 Every adult secure, responsible and empowered**
- 3 A strong community in a clean, safe environment**
- 4 Extending opportunity, prosperity and planning for the future**

Rotherham Together Partnership Plan Priorities

- 5 Let's get Rotherham Cleaning – projects that build on the “Clean for the Queen” initiative the aim is to rally local volunteers to clean-up their local area.
- 6 Let's get Rotherham Talking – projects that promote community spirit where people are encouraged to get to know their neighbour by joining them for a get together and chat.
- 7 Let's get Rotherham Working – Project and initiatives that help local people prepare for and progress into work, for example providing training and volunteering opportunities.

4. PROJECT NAME

In relation to **question Four** please state what your project will be called. This name will be stated on your contract and project monitoring documentation should your project be successful in gaining funding from us.

5. TIME PERIOD

In relation to **question Five** please state what date your project will start using the Area Assemblies funding and the end date when the Area Assembly funding will be spent not merely committed. The project monitoring information will be based upon these dates.

6. PROJECT MANAGER

In relation to **question Six** please state the name of the person responsible for managing the project. This person will be contacted regarding contracts and project monitoring should your project be funded by us.

7. PROJECT PROPOSAL

In relation to **question Seven** please describe to us what your project will involve, what you will spend our funding on, how much each item costs and with what supplier you will purchase items from.

Applicants are required to illustrate value for money showing that alternatives have been considered e.g. renting of equipment rather than purchase, purchasing second hand equipment rather than new, acquiring a number of quotes for new products.

8. WHAT YOUR PROJECT WILL ACHIEVE AND HOW WILL IT MAKE A DIFFERENCE

In relation to **question eight** you need to tell us what your project will achieve, for example, "We will improve the environment of our local area" and how it will make a difference, for example "Local residents will benefit from the cleaner environment and be more inclined to look after the local area". You need to tell us how many residents or businesses your project will be of benefit to.

9. COMMUNITY CONSULTATION

In relation to **question nine** please inform us of any community consultation which you have undertaken in relation to this project proposal and how you have identified the need to undertake this project.

10. PUBLICITY

If you are successful in gaining funding from us we would ask that you publicise your project, its progress and its final outcomes.

In relation to **question ten** please state how you will let people know about your project. This could be through social media, posters, press releases, local newsletters etc.

Any publicity in relation to Area Assembly funded projects must acknowledge Area Assemblies. Logos available on request from the Area Assembly Team

11. RISKS

In relation to **question eleven** please consider and list any risks that may affect the delivery of you project. For every risk that you identify can you explain how you will manage the risk to reduce its impact on the project.

12. BUDGET BREAKDOWN

In relation to **question twelve** please identify the grand total cost of the entire project as the Area Assembly funding could be used to part fund a bigger project. Then could you please show us how much funding that you are apply for just from us and give us a brief list of what the money will be spent on and how much each item will cost.

13. MATCH FUNDING AND CONTRIBUTIONS IN KIND

In **question thirteen** we would like to know what your group or organisation are contributing to the project. Although the award will not be based on you match funding the project, you may be contributing to the overall cost of the project in several ways and we would like to measure your contribution. This can be done in several ways including

- Volunteer time, which is valued at £11.00 per hour.
In order to greater reflect current labour market costs, we are using the Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) and within this the Median gross hourly earnings rate.
- Gifts in kind. These are services provided free of charge that normally you would have to pay for, such as venue hire.
- Cash donations

14. PROJECT OUTPUT MONITORING

The recipients of Area Assembly Funding will be required to submit monitoring information at the request of the relevant Area Partnership Manager by the specified timelines. Monitoring is about measuring the actual achievements of the project against its projected achievements to assess its performance.

Successful projects will be issued with monitoring and evaluation forms. The forms will ask you to tell us what your project will aim to achieve, when you aim to achieve the outcomes and how you intend to evidence your project outcomes. For example you may wish to submit photographs, attendance registers, copy invoices, press articles etc.

In terms of how the Area Assembly funding was spent, receipts for all goods and services **MUST** be provided and logged in a suitable financial management system. The receipts will be ratified against the project proposal when submitted.

In order to verify claims and evaluate the performance of the project the project manager must allow RMBC and its internal and external auditor's access to information. This includes accounts, employees, premises, facilities, output documentation and other records as necessary.

CONDITIONS AND DECLARATION

Compliance with regulations

The Area Assembly expects projects to comply with all appropriate legislation and regulations and ensure that they are adequately insured against all risk.

Access to records

All successful projects must have available for inspection for the period of the funding the following information; constitution, child protection policy and procedures where applicable, certificates as proof of CRB checks where applicable and financial information.

Lobbying of Members

Applicants must not canvass support from members and officers of the Area Assembly at any stage of the process.

Failure to comply

The Area Assembly as the funding body of projects does not accept any liability or responsibility for the project or its work. Failure to comply to agreed outcomes may result in the funding being recovered.

Freedom of Information Act

The Area Assembly is subject to the Freedom of Information Act 2000. This law gives the general public the right of access to information held by the Authority.

Child Protection

Should the project include working with young people the appropriate child protection statement needs to be in place along with CRB checks for all staff involved in the project.

Records

It is a requirement of the Area Assembly Devolved Budget that the project manager ensures that the records of all expenditure, including invoices, receipts and audited accounts be kept for a minimum of six years beyond the end of Area Assembly Devolved Budget funding for the project.

WHAT HAPPENS NEXT?

Once you have completed all questions on the funding application form please take a copy for your records and either post or email a copy to the Area Assembly Team which your project will be delivered **including a copy of your group's constitution.**

Postal addresses for Area Assembly Team:

Rother Valley West Area Assembly

Aston Customer Services Centre
2nd Floor
Workshop Road
Sheffield
S26 4WD

Email mandy.ardron@rotherham.gov.uk or Telephone - 01709 254325

If you require a receipt to ensure that your application is received, please enclose a SAE with your application.

Applications will be assessed by the Area Partnership Manager for suitability to meet all the criteria outlined within these guidance notes. If the project is deemed suitable it will be submitted to the Coordinating Group for that Area Assembly area where a decision will be made as to whether the project will be funded or not. All successful projects will then be submitted to Cabinet for approval

Once a decision has been made by cabinet whether to fund a project or not the Area Assembly Coordinating Group will be notified and in turn the project manager. Should the Cabinet decline a project for funding then the reasons for this decline will be reported to the Coordinating Group.

If you have any questions in relation to the Application Form or Guidance Notes please contact your Area Assembly Areas Team on the details above.