



NORTHAMPTON BOROUGH COUNCIL

Appendix A

COUNCILLOR COMMUNITY FUND APPLICATION & RECORD OF DECISION

PART A - GRANT AGREEMENT

Part A must be completed and signed by a representative of the organisation

Scheme details	
Name of the organisation being awarded the grant money	
Brief description of the scheme and how the money will be spent.	
Funding details	
Amount applied for:	Proposed grant £.....
<p>Organisations must provide details of the purchases they wish to make</p> <p>If NBC is delivering the scheme please put NBC as name of supplier</p>	<p>If the organisation is purchasing goods, services or works from a supplier they must provide a brief description and the agreed price.</p> <p>Name of Supplier.....</p> <p>What is being purchased? </p> <p>Price (including VAT)...£.....</p>

Payee details

Bank Account details

Leave blank if goods / services are being supplied by NBC

Name of Bank.....
Bank A/c Payee.....
Bank A/c Number.....
Sort Code.....
Address
Telephone
Email

Details for remittance slip.

Leave blank if goods / services are being supplied by NBC

Name.....
Address.....
.....
Post Code.....
Telephone
Email

Signature and agreement of organisation representative

The person named below hereby agrees as follows:

1. That he or she is properly authorised under the rules of the organisation of which he or she is a member to enter into this agreement for and on behalf of the other members as set out in those rules or in a binding authorisation of the members.
2. That it accepts the grant on behalf of the association on the terms set out in this Agreement and the Terms and Conditions of the Councillor Community Fund of which he or she has received a copy

Signed

Print name

Name of organisation

Position within the organisation.....

Part B – COUNCILLOR COMMUNITY FUND APPLICATION FORM
(To be completed by Ward Councillor(s))

Title of proposal	
Decision	To make the ward the monies identified below for the purpose outlined in this application.
How much do you wish to give to this proposal in total? This includes total pooled award	£
Are there any ongoing costs associated with the Scheme? If so how will this be funded in the future?	
When is the proposal likely to be implemented?	

I / We confirm that the Project is not contrary to the Prohibitions contained within the Terms and Conditions of the Scheme and confirm that I / We have checked this application in accordance with the Councillor Community Fund guidelines and agree that I / We wish to fund this organisation as stated. I hereby submit this application for agreement

Name of Councillor		Ward	
Relevant declaration of interests (Councillor)			
Signature		Date	

Name of Councillor		Ward	
Relevant declaration of interests (Councillor)			
Signature		Date	

Name of Councillor		Ward	
Relevant declaration of interests (Councillor)			
Signature		Date	

Signature		Date	
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Authorised by Julie Seddon, Director of Customers and Communities

Please post or email this form to:
 Julie Seddon, Director of Customers & Communities
 Northampton Borough Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.
 Email jseddon@northampton.gov.uk

TERMS AND CONDITIONS FOR ORGANISATIONS

Under the Councillor Community Fund Scheme, Northampton Borough Council (the Council) has an obligation to ensure that any grant (Grant) is used for the purpose for which it is granted, that the Grant is spent within a reasonable timescale, and that the terms on which the Grant is given are agreed between Northampton Borough Council and the recipient of the Grant described in the Grant Agreement (Agreement) of which these Terms and Conditions form a part (Recipient).

1. Recipients agree to spend the Grant for the purposes/project outlined in the Agreement (the Project). Any variation to the Agreement or the Project must be agreed in writing with an authorised officer of the Council.
2. The Agreement is made with the Recipient's representative on the understanding that the Recipient's members will be accountable for the delivery of the Project and the obligations in the Agreement. The Grant is not transferable.
3. The Grant is paid out of public funds. The Recipient agrees to allow the Council's officers, agents and statutory audit bodies' access to all documents and records relating to the Grant and any premises where such documents and records may be kept.
4. Council is not responsible for any costs or liabilities incurred by Recipient in connection with the Grant or the Project and Recipient should ensure that it has appropriate liability insurance in place to cover any liabilities that may arise in connection with the Project. If the Project may involve any of the Recipient's members or representatives having unsupervised access to children, the Recipient should ensure that it carries out appropriate CRB checks in respect to any such members or representatives, and that those checks do not reveal any matter that would cause the Recipient to consider such access inappropriate. Recipient must ensure that in carrying out the Project it complies with all applicable laws and regulations.
5. Neither Recipient nor any of its members must at any time claim to be a representative, employee or agent of the Council. Should Recipient become aware that anyone it is dealing with believes it is acting on behalf of Council it must make it clear that is not the case.
6. The payment is made for the period not exceeding 12 months from the date of authorisation by the Council. The money must be spent within this 12 month period and any alteration to this must be agreed in writing with Northampton Borough Council.
7. By signing the agreement the Recipient certifies that all information given in the application along with any additional papers given to Council by the Recipient or representations made by any member of the Recipient to the Council are true, complete and correct.
8. The Recipient agrees to keep all records relating to the Grant and the Project in particular to retain original receipts as proof of expenditure.
9. The Council may reclaim all or any part of the Grant if the Recipient or any member of the Recipient breaches any terms of the Agreement.

TERMS AND CONDITIONS FOR THE USE OF THE COUNCILLOR COMMUNITY FUND FOR COUNCILLORS

1. The Councillor Community Fund Scheme of £3,000 per Councillor exists to enable Councillors to efficiently and effectively allocate money within their ward to make a positive impact on the areas they represent and to empower local residents to be active in their communities. The Fund does not form part of the Scheme of Members' Allowances.
2. It is hoped that Councillors will be innovative in producing proposals for use of the fund and will share their experiences of the outcomes of any new uses.
3. Councillors should note that they cannot access the Fund directly. All payments will be made by officers and are subject to the usual internal controls on expenditure.
4. The application form to access the Fund must be completed prior to the issue of approval and money being granted to ensure that the Council does not breach its responsibilities in this regard.
5. All Councillors must attend a training course on financial regulations and use of the fund prior to any monies being released.
6. The minimum award from the fund should be £200.
7. The Fund may not be used for any purpose for which the Borough Council could not itself incur expenditure and must not contravene Financial Regulations or the Councillor Code of Conduct.
8. Councillors may co-operate with other Councillors on any authorised use and may pool their fund allocations for this purpose.
9. The Director of Customers and Culture or any other officers delegated by the post holder shall have responsibility for administering the Fund.
10. A Report of the Councillor Community Fund that details expenditure authorised, the originating member, the amount and the purpose authorised shall be posted on the web on a regular basis and an annual report taken to Council.
11. A time limit is applied to year four of the Councillor Community Fund to ensure that all allocations are complete by the end of the term. The Director of Resources will set this date. It will be prior to commencement of the Purdah period.