



COUNCILLORS INITIATIVE FUND

PURPOSE OF FUND

The Fund is intended to help Councillors to address problems raised by local residents and businesses, and to encourage beneficial community activity in their Wards. Each Councillor has a total of £1000 available to support this work. The Councillors Initiative Fund can support projects and activity addressing community issues and need relating to -

- small scale environmental improvements
- community safety issues
- beneficial community based projects

Suggestions for improvement works or projects can be made by anyone or any organisation. However, applications can only be submitted by the organisations and individuals listed below.

Where there is more than one Councillor for a Ward, they can work together and agree to pool some or all of their funding. Where a community issue or activity impacts across Ward boundaries, Councillors from those Wards can agree to pool some or all of their funding in support of the activity.

The Councillor must be convinced that the project is of benefit to their Ward or group of Wards.

WHO CAN APPLY?

Organisations eligible to apply and manage funds are listed below and must have a bank account –

- **constituted** voluntary and community organisations
- parish and town councils
- High Peak Borough Council
- Derbyshire County Council
- Derbyshire Police
- Peak Park Authority

The following organisations can make an application and **lead** a project but not receive funding, an eligible organisation would have to be willing to manage funds on behalf of the project.

- Informal (un-constituted) voluntary/community organisations or a constituted group without a bank account
- a safer neighbourhood team
- individual borough or parish/town councillors

HOW TO APPLY

Applications **MUST**

- be made on the application form by email (democratic.services@highpeak.gov.uk)
- be managed by an eligible organisation, and named on the application

CRITERIA

Proposals **MUST**

- be supported by the borough councillor in the Ward that will benefit from the activity or project,
- meet the purpose of the fund (see **Purpose of Fund**),
- show a response to community concerns, needs, priorities or opportunities,
- demonstrate value for money, and show appropriate efforts have been made to secure other support (including match funding) in the time available to accomplish the project,
- take every opportunity for community involvement whenever appropriate,
- have three written quotes for projects over £2000 (or provide a brief explanation why the Council should waive the requirement in this case).

WHAT HAPPENS NEXT?

- Ward Councillors receiving an application will consider the funding criteria to determine the extent to which they want to support the proposal and submit their decision to the lead officer.
- The supported application will be forwarded in summary to the group leader, who will make a formal decision following officer information verification.
- Payment arrangements will be made in accordance with the Council's Finance procedures for approved projects. Requirements in relation to invoices will be set out in a funding agreement to be signed by successful applicants.
- Where support is given to a community organisation, arrangements can be made with the Ward Councillor(s) for a formal hand over of the cheque for publicity purposes.
- Ward Councillors will want to remain in contact with the project to verify its successful completion.

APPLICATION DEADLINE – by 5 pm, Friday 17th February 2023