

Devolved Ward Budgets 2024-28 - Application Form and Guidance

Background

Rotherham Council's Thriving Neighbourhoods Strategy identifies how we are 'Putting communities at the heart of everything we do' by:

- Councillors working with their communities on what matters to them
- Listening and working together to make a difference and
- Supporting people from different backgrounds to get on well together

Councillors within each of the Borough's 25 wards have developed a Ward Plan, which includes their priorities for the year ahead.

Councillors receive devolved ward budgets to support the delivery of their Plan's priorities, as well as increasing engagement opportunities with local residents.

Amount available (2024/25)

The 2024/25 budget approved by Council, includes revenue and capital budgets that are devolved to individual Elected Members (Community Leadership Fund) or the ward as a whole (Ward Capital Budget or Ward Housing Budget) –

- Community Leadership Fund - each Elected Member has £1,584. This is a Revenue funding.
- Ward Capital Budget - Two member wards have £7,120. Three member wards have £10,680 Capital Budget
- Ward Housing Budget - There is a base budget for each ward of £4,000 which is topped up with an enhancement dependent upon the number of Council homes in the ward. This is Revenue funding and can only be spent on projects that directly benefit Council tenants.

Capital - expenditure relating to the acquisition or improvement of physical assets or equipment which will be of use or benefit in providing services for more than one financial year or will increase the assets useful economic life. e.g. buildings, surveyor's fees, street furniture, fixtures & fittings, computer equipment, etc.

Revenue - expenditure relating to the provision of services, short life and low-cost assets, e.g. general running costs, utility bills, room hire, activity sessions, trips, events, one off payments, etc.

What can be funded?

Ward budget allocations **must be aligned to the Ward Plan priorities** and fund activity or services that support activity to tackle these. The Ward Plans and priorities for 2024/25 can be found here - www.rotherham.gov.uk/homepage/120/ward-plans

Minimum and maximum

There is no specific minimum and maximum that can be applied for, other than the total budget currently available.

How will funding be allocated?

Councillors can decide locally how to allocate their ward budgets. They can choose to do this in different ways:

- Commissioning services that provide Value for Money. This could include -
 - In-house council provision e.g. Streetscene, Highways, Green Spaces etc. **or**
 - Vol-com sector or partner provision e.g. from a local group / organisation, charity, Parish Council, etc
- Community Chest / open bidding process
- A form of participatory budgeting e.g. Dragons Den, Soup Kitchen etc. where people pitch their proposals
- Purchasing equipment / goods from the private sector for the benefit of the local community
- **Or** by a combination of any of these

Ward budgets **cannot** be used for any proposal which:

- Borough-wide projects that require contributions from multiple wards
- Involves funding an individual
- Involves funding retrospective activity
- Involves funding activity that is political / religious in nature or involves campaigning against the Council / its priorities or activity that could be construed as lobbying
- Would then have an expectation of, or a legal / contractual commitment to, ongoing (Revenue / Capital) funding
- Would be unlawful for the Council to support

Completing the form

All sections of the application form must be completed, or your application form will automatically be rejected.

Section 2 - About the project

Please include:

- The ward or neighbourhood that will be covered by the proposal / project
- How the proposal/project will contribute to the delivery of ward plan priorities and benefit the local community
- Who you involved or consulted with about this project (e.g. local councillors, council / police staff, voluntary groups, residents, etc.). **If you are applying to an individual councillor's Community Leadership Fund (CLF) please state the name of that Councillor.**
- Whether any other organisation will be involved in delivering the project
- An estimate of how many people you expect to benefit
- Whether people with protected characteristics will specifically benefit and an estimate of how many (i.e. age, disability, gender reassignment, marriage & civil partnership, Pregnancy & maternity, race, religion or belief, sex, sexual orientation). *Please note - If your project is aimed at particular groups only you will need to tell us why so that we can ensure that there will be no breach of the Equality Act 2010.*
- The period over which the activity will run.
- The date, time and venue if it is for a one-off event
- Details of any equipment to be purchased, including who will own / maintain and be responsible for its possible future disposal

Section 3 - About your budget

Please provide a breakdown of what you intend the grant to cover. If you want to purchase a single item or service over £10,000, you are required to obtain two informal quotes (inc one from a local supplier) and choose the quote that offers the most value for money. Please provide details of both quotes.

If you are applying for funding as a contribution to a project, please tell us how you intend to raise the additional funds (including any contribution from your organisation's reserves). If only part of the funding is granted explain how you will meet the rest of the costs.

Please note the following:

- We do not require you to send us a copy of the group's accounts or a financial statement showing your group's income and expenditure for the most recent 12-month period, but we expect that these documents are in place and can be made available to us if needed
- You must keep receipts for **all items** of expenditure as they will be requested for monitoring purposes. Any monies not spent for the purpose it was granted will need to be returned along with the monitoring form.

Sections 4 and 7: Insurance, equalities and safeguarding

Please provide confirmation that -

- Adequate insurance is in place to cover any activities being delivered or items purchased
- You have permission from the landowner to use the site (if required) for the purpose stated on your application
- You have acceptable safeguarding policies and procedures in place which meet your legal responsibilities if you are applying for funding for a service or activity that involves working with children, young people or vulnerable adults (this includes Disclosure and Barring Service (DBS) checks and ensuring that individuals are not permitted to undertake particular activities where a disclosure casts doubt on their suitability to do so)
- You comply to the Equality Act 2010 and you try to promote equality of opportunity, eliminate discrimination and foster good relations in delivering your project and you do not intentionally discriminate against anyone with a 'protected characteristic' (i.e. age, disability, gender reassignment, marriage & civil partnership, Pregnancy & maternity, race, religion or belief, sex, sexual orientation)

Section 5 - About you

If possible, please provide a contact email for your application. If you provide an email, we will use this to contact you about your application, so please be sure to check it regularly. If you do not have an email address, we will contact you by telephone / post at your contact address.

Please submit your completed application form to neighbourhoods@rotherham.gov.uk

1. Making decisions

The frequency of spending decisions is down to ward Councillors' discretion. The allocation of the Community Leadership Fund is down to the individual Councillor concerned.

The Ward Capital Budget and the Ward Housing Budget will be decided on a **majority** vote if a unanimous vote cannot be achieved. If unanimous or majority vote cannot be achieved, then the Cabinet Member or Leader will be asked to arbitrate. If agreement still cannot be reached, then the award of funding will not take place.

If an Elected Member has a conflict of interest in a proposal, then they must declare this to their ward colleagues and will be unable to vote on that particular proposal. In the event that all Elected Members within a ward have a conflict of interest then the application form will be taken to the Cabinet Member or Leader for a decision.

Elected Members will have to illustrate that they have allocated / committed their devolved budgets by **31st January 2028**, in advance of the May 2028 elections and the end of their term of office. No applications or proposals will be accepted after this date. All devolved ward budgets must have been received by the recipient organisation / service by **31st March 2028**.

2. Monitoring and Transparency

If your application is successful a Monitoring Form will be sent to you for completion at the same time as you receive your funding.

An Annual Devolved Budget Report for each ward will be published annually and will include:

- A breakdown of projects / activities supported
- Amounts allocated
- The sector funded (i.e. VCF, public sector, etc.)
- The ward priorities the projects have contributed to
- Which communities of identity have been supported

Ward Budget funds are public money and so the same rules apply as do to any other Council spending. All spending is subject to the Council's Constitution, CSOs and Financial regulations, as well as appropriate, scrutiny and accountability. **Failure to complete and return the monitoring form by the due date will result in the Council initiating a process to request the grant being returned.** If you have any queries, please contact us at neighbourhoods@rotherham.gov.uk

Devolved Ward Budgets 2024/25 - Application Form

SECTION 1: ABOUT YOUR GROUP OR ORGANISATION

1. What is the name of your group or organisation?

2. What does your group or organisation do?

3. Have you previously received devolved ward funding from Rotherham Borough Council?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please note, funding will not be issued if monitoring and receipts were not returned for any previous funding.

If your answer is 'No' to question 3, please skip to question 6.

4. How much funding did you receive?

5. When did you receive the funding?

If you are unable to recall the exact date, please provide a rough date of when the funding was received, you can do this by selecting the first date of the relevant month.

SECTION 2: ABOUT THE PROJECT

6. What is the name of the project?

7. Which ward will be covered by the proposal?

You can find out which ward your project covers by viewing an interactive map on the Rotherham Council website at: www.rotherham.gov.uk/neighbourhoods

8. How will the project contribute to the delivery of the ward priorities and benefit the local community?

Be clear by specifying which ward priorities will be targeted and how. If you're unsure which ward your project covers, you can view our ward priorities on our website at:

www.rotherham.gov.uk/elections-voting/electoral-wards-polling-districts/1

9. What is the start date of the project?

10. What is the end date of the project?

11. Is this a one-off event?

Yes	
No	

If your answer is 'No,' please skip to question 13.

12. If this is a one-off event, please insert the event date.

If you are unsure of the exact date, you can enter a rough date.

SECTION 3: ABOUT YOUR BUDGET

13. How much funding is being sought from the Ward Budget?

14. What is the full cost of the project?

15. Are you applying for more than £1,000 worth of funding through this specific application?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

16. How will the ward budget be spent?

Item	Basis of costing	Amount	Actions

This amount should be the same as the amount of funding being sought from the ward budget.

17. Please confirm that the cost of the items selected match the total cost of the project being sought from the ward budget.

Yes	<input type="checkbox"/>
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If the cost of the items does not match the total cost of the project being sought from the ward budget, you may be contacted and asked to complete the form again.

18. Is there any match funding being provided?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If your answer is 'No' please skip to question 20.

19. If your answer is 'Yes' to the above question, please provide details about the match funding in the text box below. Be clear by specifying; financial contribution, venue cost, volunteer time etc.

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20. If only part of the funding is granted, will the project still go ahead?

Yes	
No	

21. Please explain how you will meet the rest of the costs.

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SECTION 4: INSURANCE

Certain activities may need to have insurance in place to protect the safety of any people and or volunteers taking part.

22. Do you have insurance?

Yes	
No	

If your answer is 'No' please skip to question 24.

23. If your answer is 'Yes' to the above question, please explain what insurance you have in place.

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24. If required, do you have permission from the landowner to use the site?

Yes	
No	
Not applicable	

SECTION 5: YOUR DETAILS

25. First name

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26. Surname

27. Email address

28. Address

29. Telephone number

30. If your organisation has social media pages, please provide a link to these.

31. Are you the lead contact?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If your answer is 'Yes,' please skip to question 32.

If your answer is 'No,' who is the lead contact? Please provide contact information below for the lead contact

SECTION 6: BANK ACCOUNT DETAILS

Please note, funding will not be paid into personal accounts. Community proposals should come from a group subject to their approval.

32. Bank account name

This is the Bank Account name for your group, for example 'Thurcroft Litter Pickers.'

33. Sort code

Sort code should be 6 digits.

34. Account number

Bank account number should be 8 digits.

35. Name and address of bank or building society.

36. If the total cost of the project is more than £1,000, we require some additional information.

The information that we require is:

- Payee name
- Full postal address, including postcode
- Telephone number
- Email address for remittance and orders
- VAT registration (if applicable)
- BACS information

This information needs to be provided in pdf format and should be on business headed paper.

If you do not have business headed paper. You will need to physically sign the document containing the above information, before scanning and uploading the document.

37. Name of signatory

Please provide details of all the people who can withdraw cash or sign cheques. Please note, we require at least 2 signatories.

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SECTION 7: SAFEGUARDING

You can view the equality act legislation at: <https://www.gov.uk/guidance/equality-act-2010-guidance>

38. Equality of opportunity - We confirm we comply to the Equality Act 2010 and will promote equality of opportunity, eliminate discrimination, and foster good relations in the delivery of this project.

Yes	<input type="checkbox"/>
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39. Will this project involve working with vulnerable adults?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If your answer is 'No' please skip to question 41.

40. If your answer is 'Yes' to the above question, We confirm that our organisation has policy and procedures in place that are relevant and appropriate for working with children / young people or vulnerable adults (including Disclosure and Barring Service (DBS) checks and ensuring that individuals are not permitted to undertake particular activities where disclosure casts doubt on their suitability to do so) and we understand and discharge its duties and responsibilities in respect of their protection.

Confirmation

Yes	<input type="checkbox"/>
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41. Will this project involve working with children or young people under 18?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If your answer is 'No' please skip to Section 8: Declaration

42. If your answer is 'Yes' to the above question, We confirm that our organisation has policy and procedures in place that are relevant and appropriate for working with children / young people or vulnerable adults (including Disclosure and

Barring Service (DBS) checks and ensuring that individuals are not permitted to undertake particular activities where disclosure casts doubt on their suitability to do so) and we understand and discharge its duties and responsibilities in respect of their protection.

Confirmation

Yes	<input type="checkbox"/>
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SECTION 8: DECLARATION

- I acknowledge that in the event of an award being made from the Ward Budget, this Proposal Form and Declaration will be the basis of a binding agreement
- The monitoring information required by Rotherham MBC will be provided as and when requested, no later than one month after the end date of the proposal specified in this form
- We will consult the Rotherham MBC about any changes to the project and we will await agreement of the change from the Rotherham MBC before the funds are spent. Any award made will be used only for the purposes for which it was granted. If it is found that any item(s) funded are ineligible, I will return any money requested immediately
- I will ensure that evidence of expenditure e.g. receipts etc, is retained for inspection
- Any unspent monies must be returned. (Please contact the Neighbourhoods Team to arrange a BACS transfer – neighbourhoods@rotherham.gov.uk)
- I can confirm that all necessary consents / insurance are in place
- I can confirm that we will meet all legal requirements relating to child protection and we will also meet the necessary requirements of having children / young people and / or vulnerable adults' policies in place
- I can confirm that we will adhere to all Health and Safety regulations and the Council will not be held responsible for any liability, which arises before, during or after the project
- I will ensure that in any media or promotional work the funding provided by Rotherham MBC is stated and I will attend any future events to talk about the benefits of the award
- I understand that Rotherham MBC will have the right to withhold any or the entire award and / or request all or part of the award to be repaid if they consider that; We have not complied with all or any of the terms and conditions of the grant, and information provided by us was inaccurate, incomplete or misleading

I hereby certify that the information contained in this Proposal Form is accurate, and that I have the authority / permission of our group / organisation to apply for Rotherham Council's Ward Budget funding.

I agree	<input type="checkbox"/>
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