

WEST NORTHAMPTONSHIRE COUNCIL

**COUNCILLOR COVID SUPPORT FUND APPLICATION &**

**RECORD OF DECISION**

|  |  |
| --- | --- |
| **PART A - GRANT AGREEMENT**  **Part A must be completed and signed by an authorised signatory of the organisation seeking grant funding** | |
| **Scheme details** | |
| **Name of the organisation being awarded the grant money:** |  |
| **Brief description of the scheme and how the grant money will be spent:** |  |
| **Funding details** | |
| **Amount of grant applied for:** | £ |
| **Organisations must provide details of the purchases they wish to make.**  **NB:** All amounts claimed must be net of VAT if you are claiming back the VAT from HMRC. The Council will not pay the VAT element of your costs if you can claim these back from HMRC. | If your organisation is purchasing goods, services or works from a supplier you must provide a brief description and the agreed price.  Name of supplier...............................................................................................  What is being purchased? ...........................................................................................................  ...........................................................................................................  ...........................................................................................................  Price (including VAT)...£..............................................................................................  Price (excluding VAT)…£…………………………………………………………………… |

|  |  |
| --- | --- |
| **Payee details** | |
| **Bank Account details:** | Name of Bank.................................................................................................  Bank A/C Payee .......................................................................................................................  Bank A/C Number..........................................................................................................  Sort Code...................................................................................................... |
| **Details for remittance slip:** | Organisation name………....................................................................................................  Full Postal 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 Covid Support Fund of which he or she has received a copy (Appendix A and B attached).   Signed....................................................................................................  Print name.............................................................................................  Name of organisation.............................................................................  .  Position within the organisation.……………………………….................  Your contact telephone number  & email address……………………………………………………………...  . |

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

|  |  |
| --- | --- |
| **Title of proposal:** |  |
| **Decision:** |  |
| **How will this grant support the organisations recovery from the impact of Covid?:** |  |
| **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?:** |  |

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| --- |
| **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 Covid Support Fund guidelines and agree that I / We wish to fund this organisation as stated. I hereby submit this application for agreement.** |

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| --- | --- | --- | --- |
| **Name of Councillor:** |  | | |
| **Ward:** |  | **Amount:** | £ |
| **Relevant declaration of interests (Councillor):** |  | | |
| **Signature:** |  | **Date:** |  |

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| --- | --- | --- | --- |
| **Name of Councillor:** |  | | |
| **Ward:** |  | **Amount:** | £ |
| **Relevant declaration of interests (Councillor):** |  | | |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Councillor:** |  | | |
| **Ward:** |  | **Amount:** | £ |
| **Relevant declaration of interests (Councillor):** |  | | |
| **Signature:** |  | **Date:** |  |

**WNC office use:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised by Joanne Barrett, Assistant Director Housing & Communities (or delegated officer)** | | | |
| **Signature:** |  | **Date:** |  |

**Please post or email this form to:**

**The Community Funding Grants Team**

**West Northamptonshire Council, One Angel Square, Northampton, NN1 1ED.**

**Email:** [**communitygrants@westnorthants.gov.uk**](mailto:communitygrants@westnorthants.gov.uk)

**Appendix A**

**TERMS AND CONDITIONS FOR ORGANISATIONS**

1. Under the Councillor Covid Support Fund scheme, West Northamptonshire 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 the Council and the recipient of the Grant described in the Grant Agreement (Agreement) of which these Terms and Conditions form a part (Recipient).
2. 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.
3. 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.
4. 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.
5. Evidence of grant use and defrayment will need to be provided.
6. 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 Disclosure & Barring Service (DBS) 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.
7. Neither Recipient nor any of its members must at any time claim to be a representative, employee, or agent of the Council. Should the Recipient become aware that anyone it is dealing with believes it is acting on behalf of the Council it must make it clear that is not the case.
8. 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 West Northamptonshire Council.
9. 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.
10. The Recipient agrees to keep all records relating to the Grant and the Project and will provide copies of original receipts as proof of expenditure.
11. 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.

**Appendix B**

**TERMS AND CONDITIONS FOR THE USE OF**

### THE COUNCILLOR COVID SUPPORT FUND

1. The Councillor Covid Support Fund scheme of £2,500 per Councillor exists to support local communities recover from the impact of Covid, for instance, cover losses incurred as a result of Covid or helps mitigate the impact of Covid on local residents.
2. The funding is for local voluntary and community groups (not individuals or Town and Parish Councils).
3. The purpose of the funding is to enable a Councillor to efficiently and effectively allocate money to organisations based in or working in their ward.
4. The Councillor cannot access the Fund directly. All payments will be made by the Community Funding Grants Team and are subject to the usual internal controls on expenditure. Evidence of grant use and defrayment will need to be provided by the grant recipient.
5. 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.
6. All Councillors’ must have attended a training course on financial regulations prior to any monies being released.
7. The minimum award from the fund should be £200.
8. The Fund may not be used for any purpose for which the Council could not itself incur expenditure and must not contravene Financial Regulations or the Councillor Code of Conduct.
9. A Councillor may co-operate with other ward Councilors’ on any authorised use and may pool their fund allocations for this purpose within their ward.
10. The Assistant Director Housing and Communities or any other officers with relevant delegated authority must authorise these payments.
11. A Report of the Councillor Covid Support Fund that details expenditure authorised, the originating member, the amount and the purpose shall be summarised in an annual report taken to Council.
12. A time limit is applied to the Councillor Covid Support Fund to ensure that all allocations are complete by 31 March 2022.