

## Appendix A

### Guidelines for Frontline Councillors Community Scheme

- Each member has been allocated a budget of £2,500
- Award decisions can be made by individual Ward Members using a simple application form
- Projects do not have to be confined to one electoral ward – a maximum of 10 members can support a joint proposal

#### What is it for?

- Projects and activities that benefit the residents of your ward
- One-off items of revenue or capital expenditure

#### What is not eligible?

- Repeat funding for the same project
- Retrospective funding
- Activities contrary to SSSC policies
- Activities for which the authority has no legal powers
- Political activity
- Hospitality

#### Who can apply?

- Any group based within your ward, or beyond the ward where their activities benefit the residents of that ward, e.g. voluntary and community groups, schools, clubs, Parish Councils
- The group does not have to be a registered charity but will need to have a bank account (or identify another organisation who can act as banker for funds)
- Grants are not available to individuals or to Ward member's relatives (individuals should apply to SSSC's Bursary Scheme)
- Members will be required to give notice of any personal or prejudicial interests when submitting an application. Your Head of Area Development will discuss the extent of any such interest prior to signing off the grant

#### How much is available?

- You can offer grants of up to £2,500 and not normally less than £250
- You can offer up to 100% of the total project costs
- Groups/projects will need to prove the funding is needed (eg. through supplying accounts, a budget etc. where possible)

#### Other conditions

- Please complete the application form indicating why the project is needed and include any evidence of local support
- Projects should acknowledge SSSC support where possible
- You will need to collect feedback from projects supported after the project is complete (or within a year of the grant), using a simple form. Your Area Support Team Leader will remind you of this when appropriate
- If not spent within 1 year, the grant should be returned to SSSC
- Any changes in the project should be discussed with the Ward Member as early as possible