



SSDC Frontline Councillor Community Scheme Guidance Notes for Members

Please read these Guidance Notes carefully before completing an application form

The Frontline Councillor Community Scheme (FCCS) enables individual SSDC ward members to support projects benefiting residents in their wards.

Aims of the scheme:

- To enhance the role of Ward Members as Community Champions, providing you with the tools to support local groups in your communities and become more involved in local projects
- Provide an opportunity for Ward Members to support projects you know meet identified local needs
- Enable projects to secure funding when they don't meet the criteria and priorities of other funding programmes
- Provide a quick and easy, accessible pot to enable projects to get off the ground
- Ensure flexibility to enable projects to secure their last bit of funding, and ensure that other SSDC grant money (particularly Area Grants) is not being held up by delayed projects

The FCCS is a pilot scheme operating during 2007/08, and will be evaluated at the end of the year

- 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 SSDC 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, eg. 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 SSDC'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 SSDC 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 SSDC
- Any changes in the project should be discussed with the Ward Member as early as possible

Please sign the form and return it to your Area Support Team Leader, who will consult with relevant officer(s). Your Area Support Team Leader will arrange for the grant to be paid, assign the payment to either revenue or capital, and monitor your overall budget. Your Head of Area Development will authorise the payment and present a quarterly update of all grants awarded to your Area Committee.