

Community Ward Fund

February 2021 – Updated July 2023

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For more information please contact engagement@torbay.gov.uk

What is the Community Ward Fund?

For 2023/2024, Torbay Council has made available £72,000 for works in local communities.

The fund will be allocated on the basis of £2,000 for each councillor.

The fund can be used to support assets, projects or activities within the ward boundary or on community assets from which residents of the ward may benefit.

The fund can be used for the following within the ward boundary:

- **Refurbish** or **repair** council assets – e.g., bins, benches, street signs, fencing, play equipment.
- **refurbish** or **replace** community assets – e.g., community noticeboards.
- contribute to community projects – e.g., Friends of Parks groups, Community groups.
- contribute to community events or activities.

Normally, direct works will be undertaken or procured by the Council, although there may be circumstances where grants will be made.

How will the Fund be allocated?

Ward Councillors will:

- identify proposals for their wards,
- reach out within their communities to gather proposals for the allocation of the Fund,
- make recommendations as to the prioritisation of the Fund if the proposals exceed the monies available.

Community Partnerships, other community groups and individuals are encouraged to make contact with their Ward Councillors to make suggestions for the allocation of the funds.

The Head of Policy, Performance and Community Engagement will make the decision on the allocation of the Community Ward Fund taking account of the recommendations of the appropriate ward councillor.

If the Head of Policy, Performance and Community Engagement is minded to not accept the recommendations of the appropriate ward councillor, the application will be referred to the Director of Corporate Services for determination. The Director of Corporate Services will determine the application in consultation with the appropriate Group Leader.

How will the proposals be progressed?

Each Ward Councillor will be provided with an application form to be completed. These should be submitted to engagement@torbay.gov.uk by 24 September 2023.

The timeline will be as follows:

Early August 2023 – Community Ward Fund Form to be distributed to Ward Councillors. The amount available will include any unallocated funds from the previous financial year.

All details on the form need to be completed before returning. This includes exact locations of the refurbishments/repairs along with a picture to show current situation. For example – Bench - 2 slats on the back and the seat of the bench to be repaired and whole bench to be repainted. Location - on the corner of Higher Woodfield and Middle Lincombe Road.

By Sunday 24 September 2023 – Completed form to be returned to engagement@torbay.gov.uk. Proposals will then be reviewed by the Engagement and Communications Team and SWISCo with quotes provided if SWISCo are carrying out the works. If needed, Ward Councillors will be contacted to discuss details of the project and timescales. This will include if works need to be prioritised to keep within the allocated budget.

It should be noted that, although a project may seem like a good idea and be supported by the local community, there may be good operational reasons why it is not possible or not able to be delivered within the budget.

By Friday 20 October 2023 – All Ward Councillors to be informed of the decisions which have been taken on the allocation of the Community Ward Fund. At this point no changes to the works, or new works or projects can be added.

Following the decision being made, any payments to community groups, projects and partnerships will then be made and SWISCo will programme in the work to start from November 2023 onwards.

When the application does not utilise all of the available funds, or when a project has been rejected leaving the allocation unspent, later submissions may be made but there may be significant delay in processing such applications and in making provision to carry out work.

The Director of Finance has the discretion to allow funds to be carried over to the following year.

Data Protection and access to information

Torbay Council will only use the information supplied with applications for the purpose of determining whether a proposal will be funded by the Council. All associated documents and any other related information will be kept for eight years. Further information about how we process personal data and individual's rights can be found on the Council's website

www.torbay.gov.uk/dataprotection.

Interested parties must also be aware that information held by the Council is subject to the provisions of the Freedom of Information Act and therefore information submitted to the Council along with any decision may be made public.

Terms and Conditions (for the provision for Grants, if awarded)

(Definitions: "Authority" means Torbay Council and "Recipient" means the organisation/individual in receipt of this grant)

1. The fund is limited and will be allocated on a case-by-case basis. Once it runs out, we will not be able to fund subsequent projects.
2. A grant, if awarded, would enable the Recipient to undertake the described project.
3. Any changes to the use of a grant must be with the prior written agreement of the Authority.
4. Any additional costs over and above the approved funding shall be met by the Recipient.
5. Any grant funds unspent or uncommitted by 31 March 2024 shall be returned to Torbay Council promptly.
6. The Recipient of a grant shall provide the Authority with evidence of how the funding has been spent by no later than 31 March 2024.
7. The grant shall become repayable immediately in full:
 - a. where the Recipient uses the grant for purposes other than those set out in this Agreement, unless with the prior agreement of the Authority;
 - b. the Recipient is unable to provide evidence in accordance with clause 6 of this Agreement.
8. No amendment or variation to the terms of this Agreement shall be valid unless previously agreed in writing between the Authority and the Recipient.
9. The Authority may, at its sole discretion:
 - a. extend this Agreement beyond the agreed term by a further period or periods, as deemed necessary by the Authority.
 - b. provide additional funding to the Recipient under the terms of this Agreement.
10. The Recipient acknowledges and understands that approval of any grant relating to this Fund does not commit Torbay Council to on-going funding.
11. For Grants, any Value Added Tax (VAT) payable by the Recipient is their responsibility and Torbay Council shall not be liable to pay any additional amount.
12. Torbay Council will not fund nor provide a grant for:

- a. Projects working with vulnerable people where there is no Safeguarding Policy and / or appropriately trained staff / volunteers.
 - b. Reimbursement of previously incurred expenses.
 - c. Activities the Authority deems to promote religious or political ideologies or beliefs. This does not preclude applications from religious or political groups, only the overt promotion of an ideology.
 - d. Projects that are deemed by Torbay Council to be unethical.
 - e. Individuals, groups or organisations who are a debtor to Torbay Council.
13. Repayment of a grant can be required at the sole discretion of Torbay Council if false information, failure to spend the money in the allotted time period, or there are any other breaches of the conditions or eligibility criteria.