

## BOROUGH OF KETTERING

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<b>Report Originator</b>	Mark Dickenson Acting Head of Finance	<i>Fwd Plan Ref No:</i> A14/001	
<b>Wards Affected</b>	All	11 <sup>th</sup> June 2014	
<b>Title</b>	The Community Fund		

**Portfolio Holder: Cllr Ian Jelley**

### **1. PURPOSE OF REPORT**

**To consider how the new Community Fund will operate.**

### **2. BACKGROUND**

- 2.1 As part of the budget process earlier in the year, the Council approved the creation of a new annual capital budget of £40,000 (effective from 2014/15).
- 2.2 This new budget was called the 'Community Fund' and members gave a commitment that terms of reference would be worked up and considered at a future Executive Committee.
- 2.3 This report seeks to discharge that commitment and facilitate the fund becoming operational.

### **3. INFORMATION**

- 3.1 When approving the creation of the capital budget for the Community Fund, members of the Executive Committee requested that the fund should follow the following simple characteristics;
  - It should be simple to administer;
  - It should be simple to apply for (and understand);
  - Provide 'seed' funding for community based projects;
  - Be available to community groups and town & parish councils;
  - Any award of grant should be generally in line with the Council's stated aims, objectives and policies;
  - Grants to be capital based and not available for revenue or running costs
- 3.2 Appendix 1 (attached) attempts to develop the above characteristics into a workable suggested 'terms of reference' for the fund.
- 3.3 It is recommended that the Community Fund is administered in the same way that the existing Village Hall Grant scheme is currently administered within

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Community Services – by doing this it will be kept as light touch as possible and can be done within existing resources. A more detailed application form will be worked-up to give potential applicants more information about likely eligibility for the fund.

#### **4. POLICY IMPLICATIONS**

4.1 In line with existing policy.

#### **5. FINANCIAL RESOURCE IMPLICATIONS**

5.1 The fund will operate in accordance with its approved capital budget.

#### **6. HUMAN RESOURCE IMPLICATIONS**

6.1 None

#### **7. LEGAL IMPLICATIONS**

7.1 None

#### **8. RECOMMENDATIONS**

That the Executive approve the Terms of Reference (as detailed at Appendix 1).

Background Papers: None

Previous Minutes/Reports: None

## COMMUNITY FUND – HIGH LEVEL TERMS OF REFERENCE

The suggested Terms of Reference for the Community Fund are as follows;

### 1. Who May Apply (within the Borough)

- Community Groups
- Town & Parish Councils

### 2. Project Criteria

- Community based projects
- Environmental Improvements
- Health & Safety Improvements
- The project should generally be in line with the Council's stated aims, objectives and policies
- Capital based projects

*Please Note – the Community Fund is not available for revenue projects or for meeting an organisation's running costs.*

### 3. Application Review Period

- Annually / On-going (subject to funding availability)

### 4. Funding Criteria

- Grants will normally not exceed £2,500.
- Preference will normally be given to projects where (1) some form of match-funding exists, (2) are not subject to other KBC funding
- Organisations that have financial balances in excess of three months running costs will be required to match fund any KBC contribution.
- Organisations must have a bank / building society account in the name of the organisation (as per the current terms and conditions of the Village Hall Grant Scheme)

### 5. Administered By

- Community Services (as per the Village Hall Grant Scheme)
- More detailed terms and conditions will be required (eg, grant timescales etc...) and a detailed application form will be worked-up.