



East
Northamptonshire
Council

Cedar Drive Thrapston Northamptonshire NN14 4LZ
Telephone 01832 742000
Email info@east-northamptonshire.gov.uk
www.east-northamptonshire.gov.uk

Member Empowerment Fund Grant Guidelines

All groups applying for funding must be properly constituted and not for profit. This includes voluntary organisations, community / friends of groups, registered charities and town and parish councils.

Applications should be in line with the Council's corporate outcomes and should be discussed with your ward councillor(s) before you submit your application. Your application should also clearly show the need for the project and the expected benefits for residents of East Northamptonshire.

If you are successful in your application you will need to complete a grant, signing up to our terms and conditions and agree to provide information on how the project went.

What we can fund ✓

- Community events, fayres and carnivals
- Community / Neighbourhood Planning activities
- Sports equipment, coaching activities or activity that promotes participation in physical activity and healthy lifestyles
- Environmental improvements including tidying up land, new planting schemes etc
- Community facility improvements
- Support for new community groups like first aid or committee skills training
- Equipment for use by the local community
- Young people projects including equipment for youth groups
- Schemes or projects which actively promote safer communities e.g. safer parking schemes and speed reduction measures

What we can't fund X

- Expenditure which is unlawful or for which the Council is not allowed to spend money
- Schemes that promote the positions of politicians or political groups
- Schemes that exclusively support religion or religious beliefs
- Office running costs
- Schemes that significantly encourage people to spend their disposable income outside of East Northamptonshire
- Routine maintenance of facilities or vehicles
- Projects or schemes aimed at making a profit
- Replacement of permanent facilities or equipment that is subject to an insurance claim
- Statutory duties or activities which are the responsibility of a statutory body
- Funding that benefits a single individual

All applications need to be proposed and supported by your ward councillor(s). A maximum amount of £3,000 can be pooled by councillors within wards and across ward / parish boundaries for a single project. Please make sure you give your application to your ward councillor(s) for them to submit for consideration. Remember they will need to sign your form before it can be accepted and must declare whether they have an association with your organisation. If they have an association with your organisation this does not preclude you from applying for the grant.

Terms and conditions for successful applicants

The following conditions apply to all successful applicants. Payment will not be authorised unless they have been complied with:

- Grants are paid in advance on receipt of a signed grant agreement.
- Projects cannot start before their funding application has been considered and approved.
- It is the responsibility of the applicant to ensure they have all relevant consents and permissions in place (i.e. planning permission, DBS checks, and licenses). A grant award does not give permission to proceed with any work without the correct statutory authorisation.
- Applications must be for a non-profit making purpose (i.e. profits must be used to fund future activities, not donated to charity).
- Supported activities must be widely advertised, open to the public, and must be fully accessible to all. The project must acknowledge the contribution of East Northamptonshire Council.
- Grants are awarded on the basis of information provided in the application. Should this information be found to be misleading or in the event that the supported project is cancelled, the Council will be entitled to be repaid the grant monies.
- The grant is not transferable between projects or organisations.

Application for Member Empowerment Fund Grant

Before completing this form, please read the Guidelines. If you need any support in completing the form please contact the Community Partnerships Team by email to communitydevelopment@east-northamptonshire.gov.uk or on 01832 742244.

Section 1 - Contact Details/About Your Organisation

Contact Name

Organisation Name

Organisation
Address

Postcode

Telephone no

Email address

What is the status of your group/organisation? (more than one may apply)

You may be asked to supply a copy of your organisations governing documents.

Voluntary Organisation Community/Friends of Group Registered Charity

Town/Parish Council

Section 2 – Organisational Finances

Bank/building society details **(of the account of your organisation or project)**

Account Name

Bank/Building Society Name:

Branch Address

Bank Sort Code

Account Number:

Section 3 – Your Project

Is the project seeking funding from a single councillor or pooled funding from multiple councillors and the amount being applied for? **(Maximum amount for pooled funding from multiple councillors is £3,000)**

Single councillor / multiple councillors	Councillor	Ward	Amount £

Please tell us about the project you would like funding towards. You should explain how your project meets the criteria and give details of dates and venue/location of the project where appropriate.

How will you promote and publicise your project?

Who will benefit from your project (likely numbers & ages)?

Remember projects applying for grants should benefit residents of East Northamptonshire.

Section 4 - Monitoring & Evaluation

What results do you hope to see from your project?

Section 5 – Declaration & Endorsement

I, _____ am an authorised representative of the organisation applying for the grant. To the best of my knowledge the information I have provided on this application form is correct. If East Northamptonshire Council agrees to award a grant, it must be used exclusively for the purposes described. I also confirm that the organisation will comply with the Council's terms and conditions as set out in the Grant Guidelines.

Name

Position in organisation

Signature

Date

Name of Ward Councillor(s)

Councillor(s) Signature

Councillor(s) declaration – Please declare if you are a member of the group applying for this grant and if so, give full details of any office or position you hold or signatory to bank accounts in relation to the group's administration. This will not preclude the applicant for applying for this grant.

Councillor(s) signature and details

Data Protection Act

East Northamptonshire Council is committed to observing the good information handling principles as set out in the Data Protection Act. The information you provide on this form will be used for the administration of grants by the Council only.