



**Guildford Local Committee**  
**Surrey and Guildford Cluster Funding**  
**2015-16**

Surrey County Council and Guildford Borough Council are committed to working in partnership together alongside local communities and stakeholders in response to local issues and priorities.

**‘Cluster’ meetings – what is a Cluster?**

A Cluster is an informal grouping of local councillors. For the purposes of convening local meetings the Clusters have been identified and agreed by the members of the Guildford Local Committee. The Cluster meetings will be held during 2015.

There are four in the borough of Guildford as follows:

**Town Centre** (Guildford South East and Guildford South West)

**Guildford Neighbourhoods**(Guildford West, Guildford North and Guildford East)

**Guildford Eastern Region** Horsleys and Shere)

**Guildford West Region** (Shalford, Worplesdon and Ash)

*(See the map attached)*

**Cluster funding**

Informal Cluster meetings will enable local councillor-led dialogue with communities on local priority issues. These meetings will be held annually. Funding from both councils has been set aside to support suitable projects identified during these local discussions.

The aim of the fund is to give local communities the opportunity to improve their areas, address local issues, make a real difference to people’s lives and strengthen the ability of residents to independently enhance where they live.

The total funding budget for each Cluster is **£17,500**.

**How to influence the Cluster Funding in your area**

1. If you feel that you have an idea on how the Cluster funding could be spent to solve a local issue or fund a project in your area you should bring it to the attention of your local Cluster meeting where your proposal can be considered. In the first instance, you should contact your County and Borough Councillors as soon as possible to discuss your idea. It is important that you refer to the criteria provided below.

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2. Each Cluster meeting has on the agenda an opportunity to consider Cluster fund, suggestions could be brought forward for discussion or may be presented at the Cluster meetings at the discretion of the Cluster meeting Chairman
3. If the Cluster meeting agrees to fund your proposal / project in principle, we will contact you to discuss how your idea can be taken forward.
4. Upon agreement on the allocation of the cluster funds, the budget will be administered by the Community Partnership Team using established administrative processes. We will contact you directly as part of this process and require financial details to transfer the agreed sum to the relevant organisation so that the project can get started.
5. Evidence of expenditure (i.e. Invoices and/or receipts totalling the amount given) will be required and should be sent through to the Community Partnerships Team within 9 months from receipt of the funding.

**Contact details**

You can find your *County Councillor* on the Surrey County Council website through the following path: ([Your Council](#) > [Do It Online](#) > [Find Your Nearest](#) > [Who is my Councillor](#)).

You can find your *Borough Councillor* on the Guildford Borough Council website through the following path: ([Where you Live](#) (put in your postcode) > [Scroll down the page to Councillors](#)).

SCC Community Partnerships Team

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## **Important Criteria and Guidance**

### **1. Fund Principles**

Spending of the Cluster funding should:

- Be supportive of Surrey County Council and Guildford Borough Council policies;
- Be primarily for the benefit of residents within the Cluster area;
- Meet demonstrable local needs;
- Deliver value for money, so that there is evidence of the outcomes achieved;
- Where appropriate, allow opportunities to be taken to pool funds with partner organisations.
- Have been endorsed by the Council members on the Cluster panel

### **2. Restrictions**

The following restrictions apply:

- Funding to individuals, private companies, other local authorities, private clubs or other membership organisations will be considered only in those cases where the wider community benefit/s of the project are clearly demonstrated.
- Funding may only be used to supplement existing funding from either Council towards a project if the additional community benefits are clearly demonstrated.
- Retrospective funding applications are discouraged and will only be considered in cases where the proposed project has been brought to the attention of the Community Partnerships Team before the event/purchase/expenditure happens.
- Caution will be exercised in relation to supporting organisations where they are already under contract to either Council following a tendering process; or receiving a grant from either Council for the specific project under consideration. In order to avoid hidden subsidies or double funding proposals or projects must detail any contractual obligations to either Council within the application.
- Funding must not be used for costs wholly or mainly incurred for the delivery of the national curriculum as this is already resourced by the County Council.
- Funding can only be used solely for the purposes specified.

### **3. Exclusions**

The following exclusions apply:

- Funding of political organisations is not permitted
- Funding of campaigning organisations is not permitted
- Expenditure is intended to be of a one-off nature or serve as 'pump-priming'. Funding to cover ongoing revenue costs, including salaries is not permitted
- Funding is not to be used by any other local authority to meet its statutory obligations
- Projects must not contravene any of either Council's agreed policies or priorities.
- Funding may not be used to support projects which involve taking sides on a planning dispute or relate to matters in which the Borough/County Council is a statutory consultee.

### **4. Monitoring and Evaluation**

When the funding has been allocated it will be necessary to demonstrate:

- How the money was spent and the impacts / outcomes of the project
- Community Engagement through the project and ongoing, if applicable
- Statements of accounts, and any remaining balances held

As the funding is public money, successful applicants may be asked to provide additional information for audit purposes.

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