

## Financial Framework for Members' Allocations

### Purpose of the Scheme

The Council allocates annually (subject to the provision made within the Medium Term Financial Plan) a maximum revenue sum to each divisional area, which County Councillors use to support local initiatives that demonstrate community benefit.

Community groups and other organisations are invited to apply for a share of this fund to help them deliver projects that respond specifically to local needs in line with the County Council's strategic priorities:

- Wellbeing – Everyone in Surrey has a great start to life and can live and age well
- Economic Prosperity – Surrey's economy remains strong and sustainable
- Resident Experience – Residents in Surrey experience public services that are easy to use, responsive and value for money.

### Funding - what can it be used for?

Grants are available to support both revenue and capital projects that will benefit the local community. All bids must evidence support for the work of local community groups or communities.

All applications must include a clear statement setting out the direct benefits to the local community.

Members may support the following types of projects:

1. Schemes based in their own division
2. Schemes based in other divisions within the borough/district where Members can pool funds under one lead Member.
3. Looked After Children Bursary (this is the only county-wide initiative or fund permitted under this scheme)

### What we cannot consider

1. Funding of political organisations (those registered on the Electoral Commission website [electoralcommission.org.uk](http://electoralcommission.org.uk))
2. Direct payment to or funding of individuals
3. Ongoing running costs e.g. salaries, rents
4. Funding is approved for one year only and cannot be relied upon or assumed in future years
5. Funding to local authorities and other statutory bodies to deliver statutory services or functions
6. Applications that
  - a. contravene the County Council's [policies](#), [priorities](#), or legal advice
  - b. involve taking sides on a planning dispute
  - c. relate to matters where the County Council is a statutory consultee
  - d. may bring the reputation of SCC into disrepute
  - e. support organisations to directly campaign against SCC or any local statutory partner
7. Funding for costs wholly or mainly incurred for core costs of schools (School and Early Years Finance Regulations apply)
8. Retrospective funding applications will not be accepted
9. Supporting award ceremonies

10. Applications for street lighting, grit bins or highways schemes including speed limit assessments.

## Making an application

Please take note of the funding criteria below before making an application and provide as much of the information required, to prevent any delay in processing your bid. If there is anything you are unsure of, please contact the Community Partnership Team for further advice.

1. Organisations that are applying must have a constitution and a linked group bank account.
2. Applications from private business, other local authorities and statutory bodies, private clubs or membership organisations will only be considered where the wider community benefit of the project is clearly demonstrated.
3. All applications should follow the Council's policy in relation to Equalities and Diversity.
4. Any organisation that has previously received funding from this budget must provide evidence that this funding has been spent before applying for new funding.

## Funding criteria

1. All proposals must demonstrate that their project is value for money regarding the use of public funds and include either a quotation, estimate or breakdown of costs.
2. Funds totalling more than £4999 would require at least two competitive, independent quotes unless part of a framework agreement.
3. Applications to supplement other SCC funding must clearly state the additional community benefits
4. Applicants are required to state:
  - a. Whether they are in receipt of other funds from, or have any outstanding applications to SCC.
  - b. Whether they have previously applied to SCC for funding and for what purpose
  - c. Whether the organisation applying is already under contract to SCC following a tendering process or is in receipt of a grant.
5. Applications should not include VAT where this is recoverable e.g. work carried out by SCC

## Application process

The application must have been endorsed by the appropriate local Member (s) unless it is not possible to obtain these views. (Where this is not possible e.g. because of long term illness or incapacity, the relevant Local/Joint Committee Chairman/Vice-Chairman's view will be sought prior the other Member's allocation being spent).

Applicants will be sent an electronic link to the online application process.

In cases where there has been an agreement to pool funds, one Member must agree to act as lead in securing approvals from the other councillors contributing.

All applications for funds follow the same agreed process and will be treated equally in being assessed against the Financial Framework set out in this document.

Throughout the process advice is available to applicants and Members from officers in the Community Partnership Team.

## Approvals

1. Members should comply with the Member Code of Conduct, and must not sponsor projects in which they have a
  - a. pecuniary interest – unless they have obtained a dispensation from the Audit & Governance Committee (Standing order 62)
  - b. prejudicial interest  
*(Definitions of pecuniary and prejudicial interests are set out in the Member Code of Conduct in the Council's Constitution Part 6 (1))*
2. Approvals of applications are delegated to officers in the Community Partnership Team in consultation with Members (see Part 3/Section 3/Part 3 of the Council's Scheme of Delegation).
3. Where an application has a link to or may affect a contract with SCC, the relevant service will be consulted for their view on the validity of the project and its appropriateness for funding.
4. Members should not confirm funding to an applicant before the approval process has been completed and all necessary checks and assessments have been undertaken.

## Budget Monitoring and Management

1. Where funding is used to commission an external organisation to carry out works, the County Council's financial regulations and standing orders will apply.
2. Funding can only be used for the purposes specified in the application form. If there are any minor variations (e.g. changes to specific costings or timescales) these must be agreed and approved by the Community Partnerships Manager or Team Leader in consultation with the local Member.
3. Funding should be spent within the financial year it is awarded:
  - a. Projects that require funds to be carried over to the next financial year will be subject to Cabinet approval
  - b. Any funding that is returned and unspent from previous financial years cannot be carried forward and re-allocated to projects in a new financial year (This includes money that is on the carried forward list from one financial year to the next where the project does not go ahead.)
4. Where Members' Allocations are used by a SCC service
  - a. An application form will need to be completed and all usual requirements for the grant observed
  - b. Payment of funds will be made by transfer from the allocations budget to the relevant service budget
5. Applicants will be required to acknowledge the provision of funds from SCC when referencing or publicising the event/project.
6. Applicants are required to submit evidence of expenditure and successful completion of their project/event (e.g. photos, invoices, press releases) within 12 months of receiving the funding.
  - a. Failure to supply this information may result in the funds having to be returned to SCC.
  - b. This evidence should be retained in case it is required at a later date and may be subject to an audit.
7. Reports on approved projects and expenditure are posted in the funding section on the local area pages of the SCC website on a monthly basis.
8. Articles on a selection of completed projects will be published on the local area web pages on the SCC website.

9. Where funding is used to commission voluntary sector services the requirements of [Surrey Compact](#) will be observed.