

ROCHDALE TOWNSHIP FUND TERMS AND CONDITIONS 2018/19

Rochdale Township's vision is to create a friendly, clean and safe Township characterised by harmonious and diverse communities. We want the town to be proud of its co-operative spirit and industrial heritage; to build on these qualities for a prosperous future as part of the City Region. Efforts to increase community cohesion and involvement from people of different generations, backgrounds and cultures must permeate all activities.

1. Purpose of the fund

Councillors, Council Services, partner agencies, third sector organisations and area forums can submit projects on relevant application forms for funding from Rochdale Township Funds. All projects must show how they will address the Rochdale Township priorities of:

- **People** – We will safeguard and protect our vulnerable people and support people of all ages to be healthier, confident, and resilient, in control and successfully managing their lives. We will enable communities to thrive and develop.
- **Place** – We will create safe, resilient, flourishing and high quality places where people choose to live, work and invest.
- **Prosperity** - We will encourage business growth and enterprise; increase our skills levels and create the conditions for the creation of good quality jobs.

Rochdale Township will also make recommendations, influence and monitor the development of projects that meet the Township priorities through two Priority Groups. The **Clean & Green Priority Group** will work with services, partners, businesses, local people and groups to attain and maintain high environmental standards for our public spaces and assets. The **Communities & Engagement Priority Group** will encourage residents and community groups to get involved in shaping and delivering services and initiatives to meet local needs.

2. Projects must be

- a) Within the powers of the Council.
- b) Supplement or enhance current Council service provision.
- c) Benefit the Township community.
- d) Support the Township's priorities and the Township Plan.
- e) Be sponsored by a Rochdale Township Councillor who is prepared to recommend the project/grant and justify its significance to the Township's priorities.

3. Who may apply?

- a) Council Services.
- b) Partner organisations (Link4Life, etc).
- c) Non-profit making formally constituted groups with their own group bank account.

4. Activities that can be funded

- a) Promoting active citizenship, voluntary effort and democratic involvement.

- b) Promoting community-led food-growing, horticulture and landscaping.
- c) Promoting community cohesion.
- d) Promoting safer neighbourhoods, including diversionary activities for young people.
- e) Promoting healthy living.
- f) Promoting inter-generational understanding and cooperation.
- g) Promoting equality of opportunity for people with disabilities.
- h) Promoting cycling, walking and horse riding and developing routes for these.
- i) Promoting Rochdale's heritage.
- j) Increasing recycling and waste minimisation.
- k) Starting up or reviving community groups, subject to the group working with a recognised agency (Link4Life, Rochdale Boroughwide Housing, etc).

5. Items that can be funded

- a) Purchase of street furniture eg seating, paving, railings, bollards, fencing, lights, CCTV.
- b) Equipment hire or purchase, eg IT, sports, arts and crafts materials and equipment.
- c) Publicity materials that recognise the contribution made by Township.
- d) Specialist trainers/assessors to deliver qualifications/courses/activities.
- e) Wages or expenses for permanent, contract or regular members of staff in addition to normal duties.
- f) Hiring or renting of venues to enable the project to be delivered (not general running costs).
- g) Hiring of vehicles: short-term hire only, and not where there is viable public transport alternative.
- h) Trips and outings with an educational value or part of larger programme.

6. Activities that may not be funded

- a) Activities already started before funding is awarded.
- b) Work that would normally be funded through mainstream budgets, that duplicates or replaces existing services or that the Council or other body has a statutory obligation to provide.
- c) Parties.
- d) Promoting religious or political causes.
- e) Projects to benefit individuals.
- f) Improvements to private land, unless there is a demonstrable community benefit.
- g) Repairing unadopted roads.
- h) Campaigning or carrying out activities to influence a Council decision in the exercise of its statutory functions.
- i) Contributing to charitable collections or running fund-raising events.
- j) General running costs, eg utility bills, maintenance and repair of assets, etc.

7. Items that may not be purchased with Township funds

- a) Alcoholic drinks.
- b) Motor vehicles.
- c) Items bought before Township has given written approval.
- d) Insurance.

8. Responsibilities of community groups applying for or in receipt of a grant

- a) To submit applications on the correct form.
- b) To only submit proposals that meet the terms and conditions and promote agreed priorities and objectives in a cost-effective way.
- c) To use grants only for the purposes for which it was approved. Any requests for change of use must be made in writing and is subject to the Townships & Communities Manager's discretion.
- d) To seek approval in writing from the Townships & Communities Manager to make changes to the breakdown of expenditure.
- e) To make claims for approved funding within 6 months of approval. Any extension to this period must be made in writing and is subject to the Townships & Communities Manager's discretion.
- f) Successful applicants must complete and return a project evaluation form and provide copy invoices/receipts that reflect the amount awarded and purpose for which the grant was approved as detailed in the application form. This information must be provided to Rochdale Township Office within one month of the conclusion of the project. Failure to return these documents will result in restrictions being imposed on the applicant relating to future requests for funding or reclaiming of the grant monies.
- g) To claim VAT on purchases relating to the project only if they cannot claim it back from HM Revenue and Customs.
- h) To ensure that all necessary permissions (such as planning permission), regulations (such as health and safety) and insurance relating to their scheme/event are in place.
- i) To have adequate policies and procedures in place to protect children, young people or vulnerable adults when applying for a project to work with such people.
- j) To ensure adequate insurance (eg public liability) is in place if required.
- k) To agree that funding received for a project does not imply any commitment by the Council to continue funding after the agreed finishing date.
- l) To seek approval from the Townships & Communities Manager to dispose of or transfer any items acquired with the grant.

9. Responsibilities of Services commissioned to deliver projects

- a) To abide by the commissioning process set out in Section 15.
- b) To complete a project brief and supply supporting documentation.
- c) To ensure alternative funding is not available and that they have resources available to cover any future maintenance/monitoring requirements.
- d) To seek approval in writing from the Townships & Communities Manager to make changes to the breakdown of expenditure or timescale of delivery.

10. Responsibilities of Township Office

- a) To ensure the application and decision-making process set out in section 13 is followed.
- b) To make payment of the grant upon receipt of invoices/receipts, subject to 11b below.

11. Responsibilities of Townships & Communities Manager

- a) To make decisions, in consultation with the Ward Councillors, about the future of the project when a Councillor has committed funds to a project and subsequently decided not to stand for election or has not been re-elected.
- b) To consider requests for pro-forma payment of the grant (which must be made in writing), on receipt of pro-forma invoices (an official quotation from the supplier).

12. Limitations

- a) The Council does not accept any liability for damage, loss or future maintenance of any projects funded by Township Funds.
- b) The Council reserves the right to withhold or reclaim the grant monies if the terms and conditions are not adhered to.
- c) The Council reserves the right to add specific conditions relating to payment of the grant, the purpose of the grant and/or the activities to be funded.

13. Application and Decision Making Process

- a) Council Member or Officer submits Project Proposal Form (RT01) to Township Office.
- b) Township Office will send Application Form (RT02) to group or invite Project Brief from Service.
- c) Township Office checks application form to see if the project meets the terms and conditions of the fund.
- d) Township Office refers back proposals not meeting the terms and conditions or incomplete application forms to the applicant within 10 working days with a written explanation, and may request applicants to supply additional information.
- e) Township Office refers proposals for funding over £5,000 to the next Rochdale Township Action and Resources Committee for decision.
- f) Township Office can use the officer scheme of delegation for proposals for funding of £5,000 or less.
- g) Township Office will refer projects to be funded from Ward Funds to Area Forum Sub Groups to seek their support and submit for delegated decision on confirmation of majority agreement to a project.
- h) Any disputes concerning the allocation of funds will be referred to the next Rochdale Township Action and Resources Committee for decision.
- i) Township Office will notify applicants of decisions in writing within 15 working days of a Committee decision or within 5 working days of an officer decision.
- j) There is no appeals process, but applicants may submit a fresh application.

14. Delegated Decision Making Process

- a) Townships & Communities Manager, in consultation with the Chair, Vice Chair and Opposition Spokespersons of Rochdale Township Action and Resources Committee, may decide on all projects for £5,000 or less.
- b) Township Office will ask Members to respond in writing within 10 working days. A nil response is considered a response in support of the application.
- c) Members will make decisions based on the information included in the application form.

- d) Township Office will advise applicants in writing within 15 working days of a decision on the outcome of their application.
- e) There is no appeals process, but applicants may submit a fresh application.
- f) Township Office will make a written record of the officer decision:
 - i. Project reference number.
 - ii. Description of project.
 - iii. Officer decision.
 - iv. Date of decision.
 - v. Reasons for decision.
 - vi. Comments received from the Chair, Vice Chair and Opposition Spokespersons with dates.
 - vii. Township Office will ask Members to state the reasons for not supporting the officer's decision.

15. Commissioning Process

- a) All parties to do everything within their power to ensure the completion of the project to the specification and achieve the desired outcome within the specified timescale and costs.
- b) Proposed projects need to be developed in consultation with the relevant Service to ensure alternative funding is not available and that they have resources available to cover any future maintenance/monitoring requirements.
- c) The Service Provider should negotiate with Rochdale Township Action and Resources Committee prior to incurring any additional costs if they wish to make variations in costs or outcomes.
- d) Where Township wishes to vary the specification – the Service Provider will identify the implications of the change, ie time extensions, impact on outcomes, etc and additional costs, and agree the variations with the Rochdale Township Action and Resources Committee.
- e) Where a Service Provider wishes to vary the specification, they should submit the variations to the Townships & Communities Manager with justification prior to incurring additional costs for consideration by the Rochdale Township Action and Resources Committee. The Committee may decide not to accept the variations in which case the project continues to the original specification or if the Committee accepts the variations, to agree the funding of any additional costs from the Township Funds.
- f) The Service Provider will receive sufficient budget transferred from the Township Fund to cover the cost of the project on the Townships & Communities Manager receiving evidence of the start of the project as agreed. Stage payments may be agreed.
- g) The Service Provider agrees to provide regular monitoring reports on the project in terms of achieving the outcomes, performance against targets and finance, and post project evaluation reports.
- h) Where a Service Provider does not satisfy the performance targets for the project, the Rochdale Township Action and Resources Committee may, after consultation with the Service Provider, withhold funds (or withdraw funds previously transferred to a Council Service).
- i) The Service Provider must bear any unapproved additional costs incurred, unless agreed otherwise with the Rochdale Township Action and Resources Committee.
- j) Service Providers external to the Council will be required to submit invoices for payment.