

## HEYWOOD TOWNSHIP FUND TERMS AND CONDITIONS 2019-20

### 1. Purpose of the fund

Heywood Township's vision is for Heywood to offer an attractive location, which is part of a successful borough and city region, where people feel proud of the town and enjoy living there. We want Heywood to have a strong sense of identity and community offering a wide range of housing in attractive neighbourhoods at excellent value, modern employment opportunities and a thriving town centre with a good range of shops and leisure facilities.

Heywood Township funds can be used to offer support to organisations and projects that are of direct benefit to the community and environment of Heywood. Any local constituted community organisation can request funding support from Heywood Township for project support. Special consideration will be given to groups without their own funds/with limited alternative means and those in areas not benefiting from other funding opportunities.

All projects must show how they will address the Heywood 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.

### 2. What can be funded

- a) Projects aiming to meet Township priorities.
- b) Projects for which there is no other identifiable budget and are within the powers of the Council.
- c) Projects that supplement or enhance current Council service provision.
- d) Improvements to landscapes or public areas, eg providing additional seating, paving, railings, etc.
- e) Restoration of buildings or landscaping as part of a heritage scheme.
- f) Projects that can clearly demonstrate benefit to the local community such as providing bollards, fencing, lights, CCTV, etc.
- g) Projects that can be delivered with no additional revenue costs.
- h) Equipment hire or purchase such as IT equipment, sports equipment, arts and crafts materials, etc.
- i) Publicity materials that recognise the contribution made by the Township.
- j) Specialist trainers/assessors to deliver qualifications/courses/activities.
- k) Hiring of venues to enable the project to be delivered (not general running costs).
- l) Talented young athletes competing at national/international level supported by a recognised sporting body.

### 3. What cannot be funded

- a) Projects 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.
- b) Projects benefiting individuals.
- c) Improvements to private land or buildings resulting in equity gain, unless there is a demonstrable wider community benefit.
- d) Promoting religious or political causes.

- e) Campaigning or carrying out activities to influence a Council decision in the exercise of its statutory functions.
- f) Support for the general work of charities including fundraising events.
- g) Wages or expenses for permanent, contract or regular members of staff.
- h) General running costs eg utility bills, maintenance and repair of assets, etc.
- i) Parties/day trips out.
- j) Purchase of alcohol.
- k) Activities already started or purchasing items before funding is awarded.
- l) Purchasing of vehicles.
- m) Purchasing insurance.

#### **4. Terms and conditions**

- a) The expenditure must be within the powers of the Council.
- b) The project must benefit the Township community or environment and meet at least one of the Heywood Township priorities.
- c) Grants can only be made to non-profit making formally constituted groups with their own group bank account.
- d) All grants must be spent/claimed within six months of approval. Any extension to this period must be made in writing and is subject to the Chair and Vice Chair of Heywood Township Delegated Sub Committee's discretion.
- e) Applicants are limited to one Heywood Township grant in any two consecutive financial years. Community wide annual events in Heywood may be considered for funding at the discretion of Heywood Township Delegated Sub Committee.
- f) Grants are restricted to one application per one event/project. Applications from different user groups of the same project or centre for the same event at the same time are not eligible.
- g) The grant must be used for the purposes for which it was approved. Any requests for change of use must be made in writing and is subject to the Chair and Vice Chair of Heywood Township Delegated Sub Committee's discretion.
- h) VAT on purchases relating to the project must only be included in the amount requested if it cannot be claimed back from HM Revenue and Customs.
- i) Applicants are responsible for ensuring that all necessary permissions (such as planning permission), regulations (such as health and safety) and insurance relating to their scheme/event are in place.
- j) Applicants are responsible for applying to Rochdale Council if they intend to hold a public event on Council owned land.
- k) Groups applying for a project to work with children, young people or vulnerable adults must have policies and procedures in place that explain how these people will be protected and remain safe.
- l) If public liability insurance is required for a community project, it is the responsibility of the group to ensure adequate insurance is in place.
- m) The Council does not accept any liability for damage, loss or future maintenance of any projects funded by Township Funds.
- n) The Council reserves the right to withhold or reclaim the grant monies if the terms and conditions are not adhered to.
- o) The Council's approval must be sought for the disposal or transfer of any items acquired with the grant.
- p) 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 Heywood 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.

- q) The Council reserves the right to add/change specific conditions relating to payment of the grant, the purpose of the grant and/or the activities to be funded.

## 5. Decision Making Process

- a) All projects must be submitted on an application form with supporting documentation.
- b) Application forms are checked by Township Officers to see if the project meets the terms and conditions of the fund.
- c) Projects not meeting the terms and conditions or incomplete application forms will be referred back to the applicant within 10 working days with a written explanation. At this point applicants may be requested to supply additional information.
- d) Township Officers will refer projects for funding over £5,000 to the next Heywood Township Delegated Sub Committee for decision.
- e) Township Officers can use the officer scheme of delegation process for projects for funding of £5,000 or less.
- f) Decisions on Ward Funds are delegated to the Townships & Communities Manager in consultation with the Ward Councillors with the decision based on majority agreement. Any disputes concerning allocation of Ward Funds will be referred to the next Heywood Township Delegated Sub Committee for decision.
- g) Applicants will be advised of decisions in writing within 15 working days of the Heywood Township Delegated Sub Committee meeting.
- h) Township Officers will consult with the Chair and Ward Councillors about the future of a project when a Councillor has committed funds to a project and subsequently decided not to stand for election or has not be re-elected.
- i) There is no appeals process, but applicants may submit a fresh application.

## 6. 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 schemes/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) Any variations in costs or outcomes by either party should be negotiated and agreed between the provider and the Heywood Township Delegated Sub Committee prior to incurring any additional costs.
- d) Where the Township wish 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 Heywood Township Delegated Sub Committee.
- e) Where the service provider may wish to vary the specification – the service provider should submit the variations to the Township Office with justification prior to incurring additional costs for consideration by the Heywood Township Delegated Sub 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 Township Office 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 Heywood Township Delegated Sub Committee may, after consultation with the service provider, withhold funds (or withdraw funds previously transferred to a Council Service).
- i) Any unapproved additional costs incurred by the service provider must be borne by the service provider unless agreed otherwise with the Heywood Township Delegated Sub Committee.
- j) Service providers external to the Council will be required to submit invoices.

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