

Local Community Budget Application Guidance

June 2015

Local Community Budget or Local Youth Budget; Application Guide

Together the Local Community Budget and Local Youth Budget provide a fund of £100,800, which is available for community projects in Stevenage. If you have a good idea that will improve your neighbourhood this fund could provide the financial help to get your project off the ground.

This is a guide to help you complete the on-line application form for the Local Community Budget or for the Local Youth Budget. Help is available if you are not able to apply on-line and need assistance to complete the form. For this or for any further guidance or information please contact the Community Development Team using the details at the end of this document.

Before you begin you should always contact the councillors you are applying to. It will be beneficial to know how your project will benefit their ward or areas. You do not have to contact the Youth Mayor before applying to the fund but if you would like to, please email youthmayor@stevenage.gov.uk.

We aim to process applications within four weeks. Any application not approved within four weeks will be removed from the system.

Please note that you are not guaranteed a grant purely by applying, even if you have been asked to apply. Please do not enter into any financial commitments until you have received your grant.

Are you eligible to apply?

To access the Local Community Budget your project should improve the economic, social or environmental wellbeing of people in Stevenage or the wards your project covers. If you are applying to the Local Youth Budget your scheme should be for young people in Stevenage.

Organisations such as schools, businesses, charities, clubs and societies are all eligible to apply. Your group must have a bank account that we can pay the grant in to.
Individuals can not be funded – payments have to go to an organisation.

Retrospective applications cannot be accepted. The fund cannot be used to apply for events or projects that have already taken place. You would be excluded if your event has finished or equipment already purchased.

The grant cannot be used for anything that is illegal or contrary to Stevenage Borough Council's policies.

Further information can be found in the Got any Bright Ideas leaflet, available on the council's website: www.stevenage.gov.uk/local-community-budgets

To apply you will need:

- The organisation bank account
- A valid email address
- To know which wards your project will cover
- To have spoken to the ward councillors
- Project details

NB: In accepting Local Community Budget funding, Stevenage Borough Council require you to operate in accordance with current legislation. This includes Equality and Diversity, Safeguarding, Health and Safety and Financial regulations. You are required to spend your grant in line with your application

The application form

When you are ready to apply please go to the website:

www.stevenage.gov.uk/local-community-budgets and open the link to the online form.

The application form will close after half an hour, so you will need to plan what you will want to say in advance and have your costs already worked out. To save time it may be convenient to cut and paste answers from a Word document. Don't use the browser buttons to go forward and backwards as you may lose information. Please use the green button at the bottom of each screen if you need to move forward or backwards.

Project details

Project Title

Give your project a title. This should indicate what the grant will be used for.

Project Details

This is the main section for you to put information about your project. There is enough space for about a side of A4, a minimum of 50 words is required.

Please include:

- Who will benefit
- Where they are from
- What will improve and how
- What it will cost and a break-down
- How it will work

Details of the organisation should be entered.

Applicant's Contact Details

Please enter all the contact details. The name of your organisation should be the same name as the bank account. The application should always be made by the organisation who will receive the funds.

Who to apply to

Enter the amount of funding you require from each councillor or the youth mayor. You can apply to more than one councillor. Councillors are also listed under their ward area in the Bright Ideas booklet. To find your local councillors visit: www.stevenage.gov.uk/local-community-budgets

Total cost of the project

You will be required to enter your project costs and additional funding you have acquired from other sources. We recommend that any application made is for a minimum of £100.

Required by date

Choose an appropriate date from the calendar. We aim to process within four weeks, but this can sometimes take longer. Applications not approved within four weeks will automatically be removed from the system.

Summary Page

Please check the information and tick the declaration box. If you spot a mistake use the on-screen green buttons to return and amend the form. Once you have checked the form you can confirm and proceed to the next page.

What Happens Next

You will receive an email notification confirming the outcome of your application.

Monitoring and Audit

Monitoring will be carried out six months after you receive the grant. A small number of applicants will be contacted and asked to provide information for audit purpose. You are required to keep all receipts relating to your grant.

Failure to complete the LCB monitoring form will exclude organisations/groups from applying for any future funding.

For further information please contact:
Community Development Team
Stevenage Borough Council

Phone 01438 242242

Email. localcommunitybudgets@stevenage.gov.uk