



# Operating Procedures – Local Neighbourhoods Scheme

Where an external organisation seeks funding for a project, they may apply via the LNS scheme, either by requesting an application directly, or with support of an Elected Member. An application form will be provided to the organisation, which must be completed and returned to the Civic and Members Support Office, with estimates where required. All applications will be appraised against guidance and eligibility prior to being presented to the next available CAF in the order in which all required information was received.

The maximum level of grant which will normally be agreed is £1,000 for projects providing a long-term benefit, including examples such as investment in equipment.

In respect of one-off events, a maximum award of £500 will normally apply where the event benefits a discrete organisation and its immediate beneficiaries.

Where an applicant is proposing a community event at which wider members of the community can attend, and which will clearly support a Council Ambition, an amount up to £1000 may be considered by the CAF.

At the beginning of each Municipal Year, each CAF may decide to set a guide amount of funding per head. Where this is agreed, these will be recorded in the minutes of the appropriate CAF meeting. The Civic and Members Support team will use this information to present the application to the relevant CAF.

Local Neighbourhood Scheme applications will not be considered under delegation (ie outside of a public meeting of the CAF), except under exceptional circumstances.

Only one application per year will normally be considered from any one organisation.

Funding should be aimed to be spent within South Tyneside, unless there are unique circumstances where this cannot be achieved.

Funding will not be agreed on a retrospective basis, ie for events which have already taken place or equipment already purchased.

Businesses are not eligible to apply for funding, unless the proposal is solely for a community benefit (e.g. fitting of public-use safety equipment on a business premises)

Funding is expected to be spent within the current financial year in which they are approved, with applications for funding made by the organisation, or elected member on their behalf, by the end of December.

## **11.10.7 Guidance and Eligibility**

Advice and guidance for applicants is available from the Civic and Members Support Team.

The following scheme eligibility criteria applies :

The scheme will support a wide range of social, environmental, recreational and arts related initiatives, with the following exceptions:

- Projects which relate to purely religious or political activity.
- Requests for revenue running costs of an organisation, eg fuel, energy, utility or advertising costs, stock or other routine items. , Staff costs will not be eligible unless it can be demonstrated with evidence that the employment of temporary staff will provide a new service or tangible benefit, e.g., to reach groups of residents with protected characteristics or disadvantaged communities.
- Organisations already in receipt of revenue support from the Borough Council, including foodbanks. An exception may be considered where the application provides tangible evidence of new or extended activity, or where an emergency situation arises that puts activity at risk if funding is not available.

- Applications which relate to the purchase of equipment that will be used/stored at a property registered as a domestic dwelling.
- Applications which are predominantly to fund shopping trips outside of South Tyneside.
- Applications from local organisations which relate to repairs or other work to Council owned non-residential buildings (any such work should be initiated via the Community and Place Development Team and referred for consideration by Asset Management).
- Applications submitted by Council services, with the exception of applications to support activity to directly benefit service users with protected characteristics, including residents of supported housing and children's homes.
- Applications for funding to purchase alcohol, fireworks or gifts.
- Applications from groups for activities/events/festivals that are already receiving financial/in kind support from the Council.
- Applications with start/event dates less than 8 weeks from the date the request is made.
- Prior to an application proceeding to the CAF for decision-making, applicants are asked to:
  - seek funding from other available sources, including through the Council-supported funding portal or through Funding Net, supported by Inspire South Tyneside
  - Evidence a financial contribution towards the total cost of the project
  - Include estimates or evidence of costs including VAT, including cost per beneficiary where applicable, such as in the delivery of events.
- Following a decision, the following applies:
  - Any funding awarded cannot be adjusted later to allow for price increases.
  - All applications will be acknowledged within two weeks of their receipt.
  - All organisations in receipt of grant funding from the Council are asked to promote the scheme, including the wording, 'Supported by South Tyneside Council' on publicity and advertising. Permission to use the Council crest must be sought from the Council Communications Team.
  - If required receipts (for items over £500) are not provided, the applicant/organisation will not be eligible to apply for future CAF funding.
  - If grant conditions are breached or false information is knowingly given, the whole amount of funding (or part thereof at the discretion of the Council) paid to an applicant will become repayable