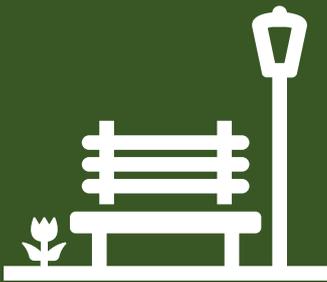


# COUNCILLOR INITIATIVE FUND

## Guidance Notes



“Small grants to support local projects  
for communities and volunteers”

## 1. Introduction

Welcome to our guidance notes for the **Councillor Initiative Fund**. This fund enables your local District Councillor to award small grants directly to community and volunteering projects.

As locally elected representatives, local Councillors play an important role in local life, supporting communities and helping address local issues. This fund gives them the ability to award small grants that are paid quickly to support a wide range of projects that benefit the community.

Each District Councillor has £4,000 available from 2023 to 2027. Councillors may seek out projects to support or they can be contacted directly to request funding. Grants are awarded at their discretion and on average are around £100 to £500 so they can support a variety of projects throughout each year.

In these guidance notes you will find details of the criteria and eligibility to apply for funding.

You can contact your local District Councillor directly to discuss your project ideas or contact us with any general queries using the details below.

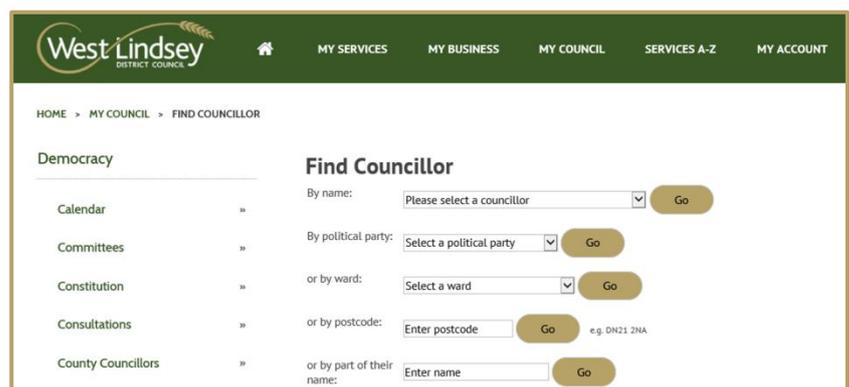
## 2. Contact details

You can contact us by e-mail or telephone.

E-mail: [funding@west-lindsey.gov.uk](mailto:funding@west-lindsey.gov.uk) Telephone: 01427 676676

Contact details for your local District Councillor are available on our website: [www.west-lindsey.gov.uk/cllrfund](http://www.west-lindsey.gov.uk/cllrfund)

On our website you can find your local District Councillor by name, ward area or postcode.



The screenshot shows the 'Find Councillor' section of the West Lindsey District Council website. It features a navigation menu at the top with links for 'MY SERVICES', 'MY BUSINESS', 'MY COUNCIL', 'SERVICES A-Z', and 'MY ACCOUNT'. Below the navigation, there is a breadcrumb trail: 'HOME > MY COUNCIL > FIND COUNCILLOR'. On the left, there is a 'Democracy' menu with links for 'Calendar', 'Committees', 'Constitution', 'Consultations', and 'County Councillors'. The main content area is titled 'Find Councillor' and contains four search options, each with a 'Go' button: 'By name: Please select a councillor', 'By political party: Select a political party', 'or by ward: Select a ward', and 'or by postcode: Enter postcode e.g. DN21 2NA'. There is also an option 'or by part of their name: Enter name'.

### 3. How to apply to this fund

To apply for a grant, you must first contact your local District Councillor and discuss your project with them. If your local Councillor wishes to offer funding, you will be sent a copy of our application form.

You can also download the application form from our website, but you must have discussed your project with your local Councillor before submitting it to us.

The application form gives us information about your organisation, project, and financial breakdown. Your application will go to your local Councillor to review and make a final decision on awarding a grant. Once they have confirmed they wish to offer a grant we will contact you to confirm the decision and arrange payment.

### 4. Closing Dates for this fund

This fund is open to applications at any time. The fund will close on 28 February 2027. Individual Councillors may award their allocation before the final closing date.

### 5. Grant amount available

The **maximum** grant a Councillor can award per project is **£1,000**

There is **no minimum** grant amount.

A project can be supported by multiple Councillors at the same time with each being able to award up to £1,000.

- We can fund up to **100% of project costs** however, securing match funding will be viewed favourably in the review process.
- We expect that most grants awarded will be between £100 and £500.
- Organisations can receive multiple awards from this fund for the same or different projects.
- This fund cannot be used to match fund with other funding schemes operated by West Lindsey District Council.

## 6. Criteria for this fund

### Key Criteria

- The project must be for wider community benefit
- The project must be delivered within the district of West Lindsey or be able to demonstrate significant benefits to West Lindsey residents
- The project must not contravene any of our core policies, procedures, or strategies
- The project must be able to secure other funding applied for (match funding)
- All grants will be a one-off grant with no on-going funding commitment
- Blanket applications to all or a majority of our Councillors will not be accepted

### Positive outcomes and differences to the local community

The main aim of this fund is to help support community projects. All applicants must provide information about the positive outcomes that will be delivered for local communities and people.

Here are some examples of outcomes your project could achieve:

- Improved accessibility to a local facility
- People's health and wellbeing is improved
- The local environment is improved or enhanced
- Local residents are engaged or better connected

### Organisational Requirements

- Constitution or similar governing documents (excluding Parish/Town Councils)
- Bank account in the same name as the organisation
- Safeguarding policies (for projects involving children and vulnerable people)
- Any required insurance policies (e.g., Public Liability Insurance)

### Grant Funding Agreement

If offered funding, you must comply with our '**Grant Funding Agreement**' used with this fund. A copy is available to view online at: [www.west-lindsey.gov.uk/cllrfund](http://www.west-lindsey.gov.uk/cllrfund)

## 7. What this grant can be spent on

- ✓ Capital works or expenditure
- ✓ Revenue costs of delivering a project
- ✓ Environmental improvements
- ✓ Improvements to community facilities

## 8. What this grant CANNOT be spent on

- ✗ Anything illegal
- ✗ Promotion of any religion
- ✗ VAT if your organisation can reclaim it
- ✗ Support to lobbying or campaign groups
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Match funding with other funding schemes delivered by the Council
- ✗ Anything contrary to the Council's financial regulations, policies or strategies
- ✗ Anything that an organisation or local authority has a statutory obligation to deliver
- ✗ Projects based/operating outside of West Lindsey unless they provide significant benefit to communities within West Lindsey
- ✗ Anything that has already been spent or committed before receiving a grant (Known as retrospective funding)
- ✗ Purchase or installation of defibrillators  
(We operate a Community Defibrillator Service: [www.west-lindsey.gov.uk/defib](http://www.west-lindsey.gov.uk/defib))

## 9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Registered charities
- ✓ Parish/Town Councils and Meetings
- ✓ Schools or Academies\*
- ✓ Constituted community groups
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Faith or Belief groups/organisations

\* Projects delivered by these organisations must be for wider community access and benefit and not to support normal school or business activity.

## 10. Monitoring and evaluation

Monitoring and evaluation is an important part of any grant funding scheme. It enables us as an organisation spending public funds to ensure a project is achieving best value and delivering results for the local community. It also enables you to learn what has worked well and where there have been challenges.

All projects will be required to complete an end of project evaluation form. We use this information to highlight the importance of funding community projects and the value of volunteers.

We will work with you on monitoring and evaluating your grant to:

- Demonstrate the change your project has made to the community and people's lives
- Approve that the project or activities have been delivered in the way described in the application and other requested documentation
- Collect feedback, including publicity, user comments, survey information, photographs, and video
- Highlight project successes
- Demonstrate how your project has ensured inclusion and accessibility for all in the community
- Understand more about what you learned and what skills you developed as individuals and as an organisation

## 11. How we make funding decisions

All grant decisions for this fund are made by individual District Councillors. They are responsible for awarding their allocated funds during the term of this fund. Councillors make their decisions based on information provided by applicants, local knowledge, and the criteria in these guidance notes.

All applications are reviewed by an officer of the council to ensure compliance with the fund criteria and eligibility. Officers will pause or cancel a grant award if a project has or is likely to breach any of the fund criteria or eligibility requirements.

## 12. Updates to these Guidance Notes

These Guidance Notes were adopted on 10 June 2023. They will expire or be replaced with a new version on 1 April 2025 unless replaced sooner.

Updated versions of Guidance Notes will not apply to grants already made. The document in use at the time of a grant being made will continue to be used.

## Other support for your project

The following organisations and sources of information can help you find funding and provide advice on delivering your project.



**Voluntary Centre Services** provide advice and support to voluntary groups and charities on funding, governance and management. They work with organisations to find volunteers and can help promote of volunteering opportunities you have.

Website: [www.voluntarycentreservices.org.uk](http://www.voluntarycentreservices.org.uk)



**Lincolnshire Volunteering & Funding** website, hosted by Voluntary Centre Services, provides the latest information on funding opportunities. The website includes a funding directory and other useful information.

Website: [www.lincolnshirevolunteering.org.uk/find-funding](http://www.lincolnshirevolunteering.org.uk/find-funding)



myCommunity

**myCommunity** provides all the latest tools, tips and ideas to support organisations to make your community an even better place to live. You can access advice and resources on topics including:

- Funding
- Community assets
- Volunteer management
- Governance
- Parks and green spaces
- Community engagement

Website: [www.mycommunity.org.uk](http://www.mycommunity.org.uk)