

# Peterborough City Council

## Appendix M- Community Leadership Fund 2023/24

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### Introduction

The Community Leadership Fund enables city councillors to support schemes, projects and activities that will have a positive impact within their wards. Each of our 60 councillors has been allocated £3,000 to spend each financial year on community projects within their ward.

Organisations or community groups seeking support under the scheme should contact their local city councillors explaining the nature of the expenditure, the amount sought, what other funding may be available, and how it will benefit the community. It is for the local city councillor to recommend which projects should be supported under the scheme

Costs should be in line with the principles as set out below. To provide additional flexibility Councillors are able to:

- Pool funds with other Councillors to support a joint project.
- Carry forward any balance not yet spent at the end of the financial year, to the next financial year. However, balances will not be allowed to exceed £10,000. Where there is a change of councillor, any remaining balances will stay within the ward and transfer to the incoming councillor.

### Expenditure Principles

The following principles sets out guidance for councillors to follow when considering using the Community Leadership Fund to support projects, schemes, and activities:

- They should help fulfil the city priorities as shown in the Corporate Strategy.
- They should improve the economic, social, or environmental conditions of an area or otherwise have a clear benefit to the local community.
- The scheme can be used to fund revenue and capital expenditure.
- Capital Projects for equipment and one-off costs are encouraged. However, any ongoing revenue costs associated with, or arising from, a project must be able to be contained within existing budgets or be met by the relevant body (e.g., Parish or Town Council or community/voluntary group budgets). Written confirmation of this will be required before the scheme can be approved.
- We cannot retrospectively fund projects for works that have already been carried out; grants are awarded for works to be carried out in the future.

### Examples of Community Leadership Fund projects

The following are some examples of the sort of projects that would qualify:

- One off project, equipment, or other costs.
- Improving open spaces.

- Improving accessibility to community facilities or open spaces e.g., providing signs, the creation of ramps for disabled access, the provision of automatic door openers, improvements to footpaths or the installation of benches.
- Investing in community buildings, e.g., the provision of a new heating system, kitchen, shed or storage facility.
- The refurbishment or replacement of playground equipment, play areas, skateboard facilities.
- Projects linked to environmental sustainability, e.g., community composting schemes, allotments, trees & wildflower planting, vegetable plots etc.
- Improving road safety.
- The installation of art to improve public space establishing a sense of place and local identity.
- Contributions to celebration events that will provide ongoing benefits to the community or have a follow up plan of community engagement.
- Start-up costs for a new group or organisation.

#### The Community Leadership Fund should not be used for:

- Ongoing revenue or maintenance costs.
- Insurance, planning etc. application costs, solicitors, or other fees.
- Donations to individuals.
- Donations to commercial bodies or events.
- Direct staffing costs.
- Premises rental (unless these form an element of the start-up costs for a new group/organisation).
- Party Political activities.

#### Guidance

The purpose of the Community Leadership Fund is to enable city councillors to support community projects that will have a positive impact and a contribution to meeting the Council's city priorities.

You can either submit a request form as an individual or with prior agreement of one or more Councillors in your Ward area if contributing to the same project, other councillors. Either way, only one CLF Form should be submitted per emailed request but must show name(s) of the Councillor(s), the total amount requested, and each Councillor's contribution amount (if more than one) as they may not wish/be able to contribute equal shares and include associated bank evidence in a format given on the form in each email.

In the description, please summarise what the funding is for, e.g., *"Fridge Freezer and Dishwasher for community events at XXX Social Club"*, or *"Contribute towards improving accessibility and purchase appropriate garden tools for all ages and disabilities at XXX Community Garden"*.

Please be mindful that following receipt of each CLF request, this process has a number of checks and approvals, therefore, it would be helpful if you could ensure you have sought advice from officers in advance of submission where required and spread submitting your requests throughout the financial year, and not submit them all near the deadline date as this may cause delay in payment to your chosen projects within financial year end 2023/24.

**To apply for funding:**

- Complete all mandatory information on the 2023/24 CLF Request Form.
- Please include evidence of external expenditure of correspondence evidence relating to internal requests.
- Ensure that relevant bank evidence is provided in one of the formats requested on the form and that they are readable.
- Email both pages of the CLF form and bank evidence directly to:  
[executiveandmembersservices@peterborough.gov.uk](mailto:executiveandmembersservices@peterborough.gov.uk)
- Only one CLF Request Form and associated banking evidence per email .
- Deadline for submission of CLF requests is Friday 8 March 2024, to ensure timely processing before the end of the financial year.

**Reasons for rejecting requests:**

These will be returned to you and will not be processed

- Requests that have not been submitted on the current 2023/24 form
- Forms that do not give all the mandatory information requested on page 1 of the form
- Appropriate banking evidence is not submitted with the form
- Funding requests that do not comply within the expenditure principles
- Forms received after the deadline - these will be postponed to the following year

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