

Forum: East Essex Area Forum

Date: 22nd June 2010

AREA FORUM BUDGET 2010 / 2011

Report by Councillor M Page, Chairman, East Essex Area Forum

Contact: Jane Gardner, East Essex Area Co-ordinator Tel: 01245 436079 or e-mail: jane.gardner@essex.gov.uk

1. Purpose of Report

To approve the process for allocation of the £50,000 Area Forum Budget for 2010/11.

2. Area Forum Budget

The funding available for the East Essex Area Forum this current financial year is £50,000 in total.

As with previous years, Members of the East Essex Area Forum are asked to bring forward projects for consideration of funding on the Application Form attached as Annex A.

The broad criterion for applications is detailed as follows:

- Funding is intended to achieve tangible improvements to people's lives within local communities.
- Matched funding is desirable but not an essential.
- Applicants will need to demonstrate community support; for example, engagement with young people or participation of volunteers, or evidence measures to be taken to secure that support.

Successful applicants will also be asked to participate in publicity in order to promote the scheme in the community.

3. The Process

- The Area Co-ordinator will oversee the application process that seeks ideas and proposals for schemes that meet the broad criteria outlined. The Area Co-ordinator will advise on issues such as the fit with other strategies locally and the availability of additional funding sources.

- Proposals should clearly identify the issue that they seek to address in terms of outcome, geographical area, target group and timeframe. Proposals should also identify the total financial requirement for the scheme, the amount sought from the Area Forum budget and details of other match funding sought or agreed.
- Information on proposals should be available to the Area Forum sufficiently far in advance to enable Members to consult widely on the proposals prior to discussion at the forum.
- Funding will be released based on sound, worked up schemes and on evidence of progress to agreed milestones.
- The managers or sponsors of Projects receiving funding will be expected to report back on the use of the funding and the outcomes of the project. The Area Forum will receive a report on the overall use of the budget at the end of the financial year.

Requests for support from this fund should be directed through Jane Gardner, Area Co-ordinator West Essex who can be contacted on 01206 436079 or by email at jane.gardner@essex.gov.uk.

The closing date for the receipt of applications on the 1st October 2010 is in accordance with the minimum 12 weeks requirement as agreed in the Essex Compact.

All requests will be considered which meet the funding criteria and recommendations will be put forward to the Area Forum meeting scheduled on the 2nd November 2010 for ratification, with the Chairman having the final decision.

4. Record Keeping

The Area Co-ordinator will be responsible for ensuring that information in support of the funding proposals, payments from the Area Forum budget and any other background information are retained for budget reporting, evaluation and audit purposes.

The Governance Officer responsible for the East Area Forum will ensure that the minutes of the Forum meeting reflect discussions on the process and on the funding proposals.

5. Recommendation

Area Forum members note and agree the process for the allocation of the Area Forum Budget.

Essex County Council

East Essex Area Forum Budget 2010/11

Closing Date for Application is Friday 1st October 2010

1	Organisation applying for Support	
2	Amount Requested	
3	Project Title	
4	Contact details: Name Address Position held Telephone	
5	Essex District Brentwood/Epping Forest/Harlow/Uttlesford	
6	Full description of project. Including: evidence of community/public support, details of necessary permissions, consents, licences sought or received (e.g. owner's consent, planning permission, building control approval) and details of any ongoing running costs this project will need and how it will be provided.	

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DECLARATION

I am authorised to make this application on behalf of the organisation and confirm that the information provided in this application is accurate.

Signed: **Date:**

Name (please print):

Telephone: