

REVISED ENVIROMENTAL MAINTENANCE GRANT POLICY

In line with the recommendations from the Task and Finish Group which were presented to Scrutiny on 27/17/2017 and subsequently endorsed by Cabinet on 13/12/2017, the application criteria and approval process for the grants have substantially changed this year as per the decision report that was endorsed by cabinet meeting -

<https://shropshire.gov.uk/committee-services/ieListDocuments.aspx?CId=130&MID=3666>

Pre-assessment criteria

The revised process will impose criteria that limits those who can apply and what the grant money can be spent.

The activities for which the grant money will be used must meet the following criteria

- Maximum £1,500 per annum, can consider a multiyear grant but maximum would be £1,500 per annum and this must be spent in that financial year
- Population of less than 10,000
- Match funding at a minimum of 1:1 however any greater match funding will score higher when assessed
- Undertaken on Shropshire Council land only
- Must demonstrate value for money i.e. collaborative contract arrangements, creates social value etc and the application will be scored accordingly
- Cannot be used to top up core budgets and this must be evidenced upon application

Any application that does not meet these criteria will be rejected without assessment.

Assessment Criteria

Should the grant be oversubscribed and the applied for amount exceeds the £75,000 budget officers will need to assess and score the applications to ensure the budget is not exceeded.

Priority will be given to applications that –

- Exceed the 1:1 match funding
- Increase safety to highway users
- Enhance local economy
- Support the Shropshire pound
- Use of volunteers

Officers will assess the applications for these and will score and report on the applications success as necessary.

If oversubscribed each application will receive a point for each of the above 5 criteria listed. The funding will therefore be prioritised to the applicants who have scored highest.

This work is to be undertaken by a Highway Manager and any disputed heard by the Operations Manager.

Communication

Officers are to circulate to all eligible organisations; through their accepted communication methods as advised by the Association of Local Councils. Preference for Shropshire Council will be electronically. All applications are to be returned electronically and retained in accordance with Shropshire Councils retention policies.

The timescale for the process must be stated in the communication and advise that any application received after the deadline will not be considered.

Officers must contact the applicant to advise of the outcome of their application; should they be successful then they should ask for payment details at that time. For those unsuccessful candidate officers must clearly advise on why the grant has not been awarded.

End of year report

It is essential at the end of each financial year that a report is provided to Shropshire Council providing evidence such as invoices, timesheets, council minutes etc to confirm the grant has been spent in accordance with the criteria and on the activities stated on the application. It must also be evidenced that there was match funding on the grant activities such as accounts/official budgets.

Failure to evidence compliance will require the grant money to be returned in full. Should the grant money not be fully spent the remainder must be returned to Shropshire Council at the end of the grant period or end the of the financial year of the grant whichever is the sooner.

For any multiyear application or should the council wish to apply each year for individual grants no further grant money will be made and no further application will be assessed if there isn't a satisfactory report provided to Shropshire Council. In addition to the report we require approved minutes that state that the Council is endorsing the report and confirms that the grant has met all requirements.

A review of the grant will be taken at the end of year two of the revised process; any changes to the grant will be made with 12 months' notice which is in accordance with the endorsement of the process made by Cabinet on 13/12/2017