



Guidance on completing the Application form for Additional Council and Public Sector Services

These step by step guidance notes are designed to help Councillors to complete an application form for Council and Public Sector Services funded by their MAF budget.

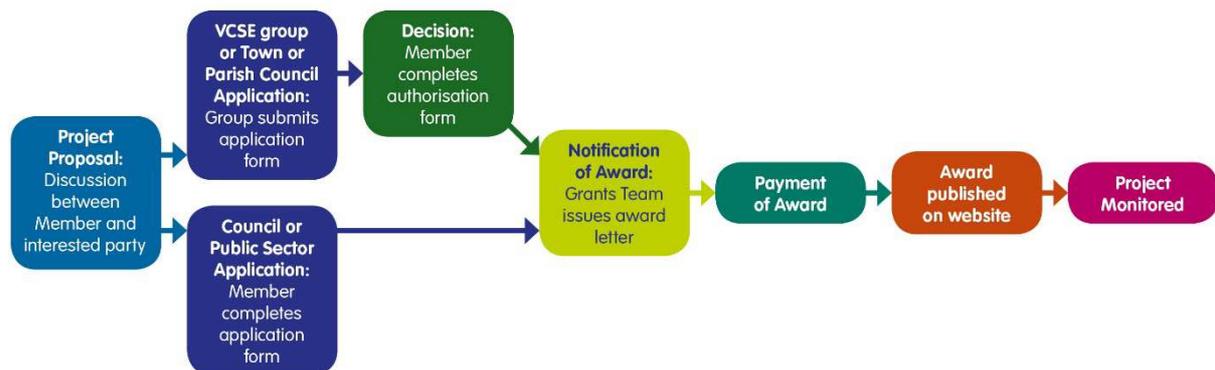
Please complete the application form electronically. Copies are available from the Grants Team but this is a temporary measure; eventually the form will be part of the on-line system.

If you need help or have questions please contact the Grants team helpline on 01454 865865 or email grants@southglos.gov.uk

The Process

Please discuss your proposal with the appropriate Public Sector Officer to establish if it is feasible before completing the application form and sending it to the Grants Team by email for processing.

MAF Process Flow Diagram



Application form

1 Service provider details

- 1.1 Please confirm that you have discussed the delivery of the additional purchase of service with the relevant Council or public Sector Officer?
Answer Yes/No**

It is important that you have discussed the delivery of the additional public service with your chosen provider who has confirmed the cost of the service, the delivery time scale and that there is the capacity available to deliver the service.

1.2 Please supply contact details as described in the table below. This will enable us to process the award and payment to the provider effectively.

Public Sector/department	Please name the public sector organisation (e.g. Police, Fire Brigade) or Council Department (e.g. Environment and Community Services) who will provide the service.
Officer name	Please provide the name and job title of the officer you have discussed the service with.
Telephone number	Give the contact telephone number for the officer you have discussed the service with.
Email address	Please provide a contact email address for the officer or their department.
Payment details	For a public sector service please confirm with the provider how they want the payment processed. For a Council department please confirm with the department how they want the payment processed.

2 Details of the service to be funded

2.1 Provide a concise description of the purpose of the service, detailing what it will achieve and how it will benefit your community. You could include details such as what the service is, when it will be delivered, where and why. You could also summarise the results of any consultation and/or research that has been done and / or approaches from your residents that has led you to purchase the service. For example, residents may have approached you to request the service or a proposal may have been raised at a Community Engagement Forum.

2.2 Where will the service take place?

Please state the address or location where the service will take place.

2.3 Planned service start/end dates

Please state the planned service start and completion dates as agreed with the appropriate Council or public sector officer. Please use the format dd/mm/yy.

2.4 How many residents will benefit from your service?

Provide an estimated total number of South Gloucestershire residents who will benefit from the service.

3 Funding

3.1 In the table on the application form, detail the cost of the service and the total MAF amount you wish to allocate from your budget.

4 Strategic value

[The Council Plan](#) outlines the Council's priorities which underpin the direction of the Council over the next four years. Strategic outcomes are set out under the headings People, Place and Resources. It is important that you indicate how your service contributes to the Council's priorities and aims.

4.1 Indicate which of the Council's priorities and aims relate to the service you wish to fund

Under 'Council Priorities' indicate which one of the three options applies (People, Place or Resources) to the service you wish to fund and then indicate which of the 'Aims' apply. You can put as many as you like that apply to the service but we recommend you detail one aim and one priority as a minimum. (Please see Appendix 1 at the end of this document)

5 Justification

5.1 Please give your reasons for purchasing this additional Council or Public Sector Service

Describe why you wish to support this service and how you reached the decision, based on the evidence provided at 2.1.

5.2 Does the service you are proposing to purchase comply with the Council's obligations under the Equality Act 2010, i.e. in that it ensures no discrimination, eliminates any existing or past discrimination, advances equality of opportunity and fosters good relations?

Please answer **Yes or No**

South Gloucestershire Council is committed to ensuring that it is operating fairly and equitably in service delivery and this is shared with our partners under the Public Sector Equality Duty. If you have answered no to the above, please provide your reasons, we will use these to make positive changes to our service delivery in order to continue to offer greater equality of opportunity, access and treatment to all.

6 Declaration

Please read and sign the declaration. An electronic signature will be sufficient.

In doing so you are confirming that all information provided is true, accurate and correct.

If you are working collectively with other Councillors to support a service proposal please put the name/s of the [Councillor\(s\)](#) that you have discussed the proposed service with.

If you need further guidance please contact the Grants Team, 01454 865865, or email grants@southglos.gov.uk

Please email this completed form and any supporting documents that you may have to grants@southglos.gov.uk

Appendix 1

The table below gives the Priorities and Aims for the Council as featured in The Council Plan 2016 / 20. As a minimum you need to choose one Council Priority and 1 Council Aim.

Council priority	Aim
People	<p>For the residents of South Gloucestershire to enjoy the best possible physical and mental health</p> <ol style="list-style-type: none"> 1 To improve the health of our poorest communities at a faster rate than average to reduce the gap in health inequality 2 To advocate for the best possible health and social care services to our residents 3 For the residents of South Gloucestershire to enjoy the best possible physical and mental health 4 To ensure parity of esteem between mental and physical health, valuing each equally 5 For older people to retain their independence 6 To have healthy communities that are leading a healthy lifestyle 7 To focus on early intervention which prevents problems escalating 8 To ensure our children and vulnerable adults are protected from harm and neglect 9 To ensure that our children have the best possible start in life 10 To have all young people well educated and skilled, and prepared for the future 11 To have a skilled workforce that meets the diverse needs of employers 12 To reduce the attainment gap in schools, associated with lower incomes 13 To reduce the number of children living in poverty in South Gloucestershire
Place	<p>To have energy efficient homes, transport and businesses supported by locally generated renewable and low carbon sources, where the risks of flooding and climate change are managed</p> <ol style="list-style-type: none"> 1 To have well designed, sustainable development which meets housing and economic needs, promotes health and which integrates with and benefits existing communities 2 For residents to have access to a home where the tenure, type and standard meet their needs and are affordable to them 3 To have energy efficient homes, transport and businesses supported by locally generated renewable and low carbon sources where the risks of flooding and climate change are managed 4 To meet our environmental aspirations for a sustainable future by valuing all resources and preventing waste whenever possible 5 To have a resilient transport and public infrastructure that

	<p>meets community needs, promotes active travel and makes it easier for people and businesses to get around and communicate</p> <p>6 To enhance and develop the area as a center of excellence for high tech industries and sustain a diverse, competitive business sector which enables small and medium enterprises to thrive</p> <p>7 To have vibrant, thriving and accessible high streets, towns and district centers</p> <p>8 To have access to natural, built and historic environments, open spaces, parks and countryside</p> <p>9 To have clean and safe road, street and path environments</p> <p>10 To have communities with low levels of crime</p> <p>11 To have strong, resilient, cohesive communities</p> <p>12 To have reduced levels of deprivation</p> <p>13 To have a voluntary and community sector which contributes to local communities by stimulating the sector and strengthening resilience and robustness</p>
Resources	<p>1 To have satisfied and well informed customers</p> <p>2 To have a skilled, customer focused and motivated workforce</p> <p>3 To have a council that provides value for money, has high productivity levels and is more commercially engaged</p> <p>4 To be a council that maximizes the use of digital technologies which encourages more people and communities to self-help, reduces costs and improves customer service</p> <p>5 To have strong leaders across the council and our communities</p>