



## **Member Awarded Funding (MAF)**

### **Guidance for Members on completing the Authorisation form for applications received from voluntary, community and social enterprise groups and Town or Parish Councils**

These guidance notes are designed to help you complete an authorisation form and should be read in conjunction with the received application.

The information you provide will give authority to the Grants Team to make a payment to the nominated organisation on your behalf from your MAF budget.

In order to meet the Council's legal obligations under the Local Government Transparency Code 2014, all successful awards will continue to be published on the Council's website. In response to the MAF consultation additional details will be published and include; unsuccessful awards, your justification and details of any pecuniary interests that you have given.

#### **1 Application details**

##### **1.1 Organisation name**

Please enter the full name of the organisation that has applied for funding.

##### **1.2 Project name**

Please enter the name of the project for which an award has been requested.

##### **1.3 Name of applicant**

Please enter the name of the person who has submitted the application.

##### **1.4 Email address of applicant**

Please enter the email address of the person who has submitted the application.

#### **2 Justification**

##### **2.1 Do you wish to support this project?**

Please answer Yes or No; delete as applicable.

**2.2** If you are in support of the proposal, please justify your decision, identifying how the project will make a difference to your local community; describing any wider social, economic and environmental benefits.

Please justify the reasons for your decision. You may also wish to use your local knowledge:

- how the named project will meet community needs
- how it meets one or more of the aims of the Council Plan 2016-2020 and

- how it adheres to the MAF Principles and Processes.

If you do not wish to support the project, please answer No, and outline the reasons why you have declined support, eg the project does not meet the needs of the community; the project/organisation is not financially sustainable; there is no evidence of need.

**2.3 Does this proposal support the Council's obligations under the Equality Act 2010 in that it eliminates discrimination, advances equality of opportunity and fosters good relations?**

Please answer Yes or No; delete as applicable.

Remember there are three aims within the Equality Duty; and the Council has a statutory duty to:

- 1 Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010
- 2 Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it. This means:
  - Removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
  - Taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
  - Encouraging persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low
- 3 Foster good relations between persons who share a protected characteristic and persons who do not share it. This means:
  - Tackling prejudice
  - Promoting understanding.

**2.4 If you have answered Yes, please summarise how the project meets any of the 3 aims of the Equality Duty.**

**If you have answered No, please recommend any changes to the project that the group must put in place to eliminate discrimination, advance equality of opportunity and foster good relations, and make this a condition of award in 2.5 below.**

**2.5 Please specify any conditions you wish to set to this award.**

In this section, you should state any terms and conditions that must be met before funding is released for the project, eg:

- If the award is match-funding for a larger project, proof of availability of the other funding, such as offer letters or a bank statement must be supplied by the applicant to the Member/Grants Team in advance of the award release.
- If the project requires consents such as planning or building consent, the applicant must provide evidence to the Grants Team in advance of the award release.
- If the award is for improvements to land or buildings, evidence of a lease agreement may be required.

- The group must complete registration with the Grants on-line system, and receive approval where appropriate. Funding can then be released.

### **3 Declaration of pecuniary/non-pecuniary interest**

Only complete the table if you have a declaration to make.

Members cannot make an award to a body in which they have a formal role, or on whose management board they sit.

### **4 Declaration**

This section is an agreement to fund the named project. The table must be completed by either:

a single Member wishing to make an award to the project

or

a number of Members wishing to make a collective award to a project.

Each Member awarding funding to the named project must enter his/her name, his/her e-signature, the amount to be awarded to the project from his/her MAF allocation, and the date of his/her decision.

The table must be signed and dated by all contributing Members before payment of the award will be made.

The total MAF contribution must be entered into the final row of the table and must not exceed the amount the group is requesting.

**Please send this completed form with the application form to the Grants team at [grants@southglos.gov.uk](mailto:grants@southglos.gov.uk)**

**If you need further advice, please contact the Grants team [grants@southglos.gov.uk](mailto:grants@southglos.gov.uk), 01454 865865.**