

**NORTH NORFOLK DISTRICT COUNCIL  
COUNCILLOR COMMUNITY GRANT FUND – TERMS OF REFERENCE**

**1 APRIL 2026**

**1. Purpose of the Fund**

The Councillor Community Grant Fund (“the Fund”) purpose is to consider grants as delegated by Cabinet and in line with the terms and conditions agreed by Cabinet and set out in following terms of reference.

The fund is intended to enable each elected Councillor to support small-scale projects and initiatives within their ward that provide direct benefit to the local community.

The Fund is designed to support community wellbeing, strengthen local engagement, and address local priorities identified by ward Councillors.

The Fund does not replace core council service delivery or statutory responsibilities.

**2. Funding Allocation**

Each councillor is allocated £4,000 for the financial year, as outlined in the NNDC budget.

The minimum value of any grant award supported from a councillor’s allocation is £250.

Where an individual award exceeds £1,000, the proposed expenditure must demonstrate a clear benefit to the wider ward/community (i.e., it should be accessible to, or deliver value for, a broad range of residents).

Awards between £250 and £1,000 may support more localised initiatives, provided they still meet the eligibility criteria and deliver a clear community benefit.

Allocations are non-transferable between councillors and cannot be pooled unless expressly approved as part of a jointly sponsored ward project to accommodate projects that impact across ward boundaries.

Unspent funds at year-end will not be carried forward, unless approved by the Section 151 Officer.

### **3. Eligible Applicants**

Funding may be awarded to:

- Properly constituted voluntary, community, and charitable organisations
- Not-for-profit community groups
- Other community-based bodies delivering projects within the councillor's ward
- Town or Parish Council projects that are in within keeping with the purpose of the fund.

Funding will not be paid directly to:

- Individual residents
- Council employees
- Political parties or organisations affiliated with political activity

### **4. Eligible Projects**

Projects must:

- Be located within, or primarily benefit, the councillor's ward
- Deliver a clear community benefit
- Be time-limited and capable of delivery within the financial year (unless otherwise agreed)
- Be compatible with the Council's policies, values, and legal obligations

Examples may include (but are not limited to):

- Community facilities or minor capital items
- Projects addressing health, wellbeing, or social isolation
- Environmental or local amenity improvements
- Community events with demonstrable public benefit

### **5. Ineligible Expenditure**

Funding cannot be used for:

- Political or campaigning activities
- Revenue funding of ongoing staffing costs
- Projects that are the responsibility of the Council or another statutory body
- Retrospective funding for costs already incurred
- Activities that primarily benefit a private individual or commercial enterprise
- Activities that expose the Council to unacceptable legal, financial, or reputational risk

## **6. Application and Approval Process**

- An example of the process in which this Fund will operate is outlined in Appendix A
- Application must be submitted using the approved application form available on the NNDC website (see Appendix B for the information required).
- Applications must be supported by the relevant ward councillor.
- Final approval will be subject to Councillor Review panel governance checks for:

### Eligibility

- Compliance with these Terms of Reference
- Financial and legal propriety

The Council reserves the right to refuse applications that do not meet the scheme requirements, notwithstanding councillor support.

## **7. Councillor Review panel**

Applications supported by ward councillors will be considered by a small review panel. The review panel will consist of three elected Councillors. There should also be at least two officers in attendance in a non-decision-making capacity to advise on any financial/governance matters that may arise.

The panel will meet monthly (or as required) to consider applications. Each panel Councillor should nominate a named substitute to attend in their absence, to ensure continuity and timely decision-making. Substitutes should also be considered when considering applications from or affecting the ward of a panel member.

The review panel may meet and make decisions provided that at least two panel Councillors (or their nominated substitutes) are in attendance.

Decisions will be made on the basis of a simple majority of those panel Councillors present at the meeting.

Where a decision cannot be reached, or where the panel considers that further information or assurance is required, the application may be deferred to a future meeting or referred back to the applicant/councillor sponsor for clarification before a final determination is made.

The panel does not replace the requirement for ward councillor support of an application in their ward but provides an additional layer of oversight before approval and transfer of funds.

Terms of reference for the Review Panel are attached at Appendix C

## **8. Role of Councillors**

Councillors may:

- Identify local priorities
- Support and sponsor applications
- Engage with community groups in developing proposals

Councillors must:

- Declare any actual or perceived conflicts of interest
- Comply with the Councillors' Code of Conduct at all times
- Not directly handle or distribute funds

## **9. Financial Controls and Payment**

Payments will be made directly to the approved organisation, not via councillors.

Organisations must provide appropriate bank details and evidence of spend if requested.

The Council may require repayment if funds are not used for the approved purpose.

## **10. Monitoring and Assurance**

The Council may request confirmation of project delivery and expenditure.

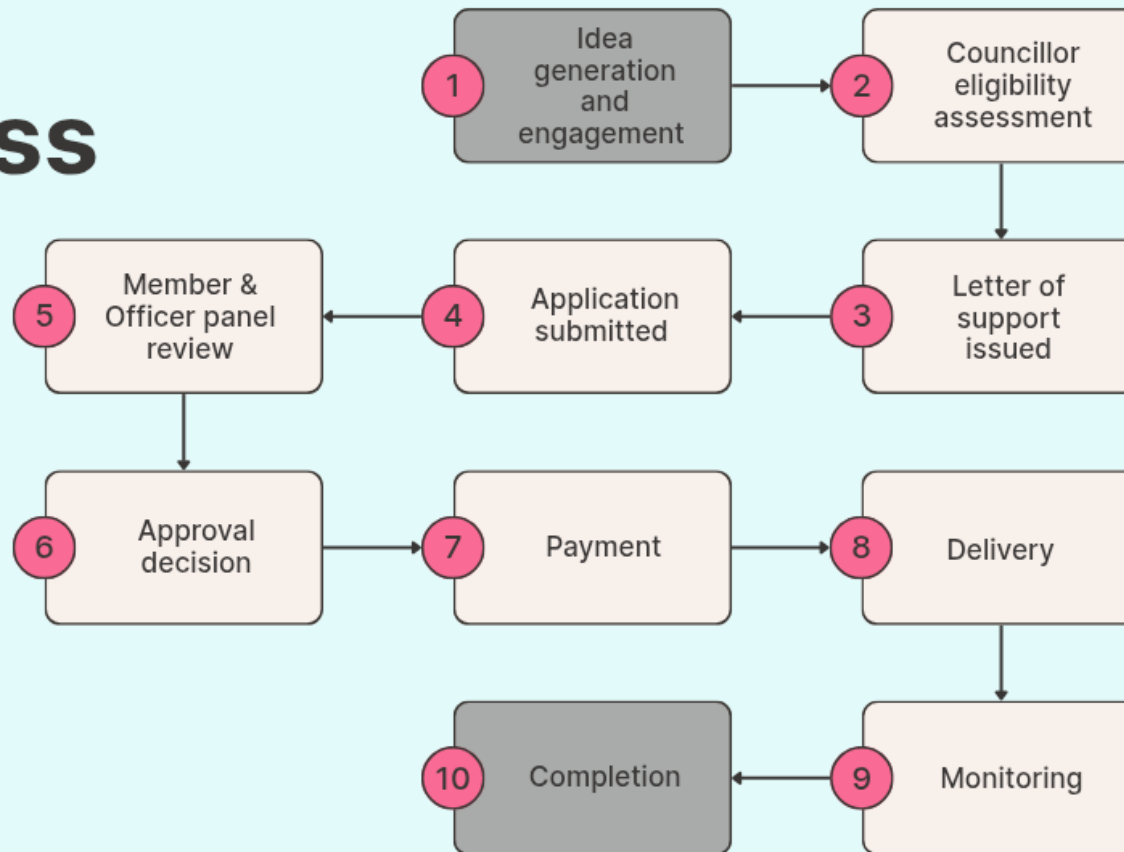
Spot checks or audits may be undertaken.

Failure to provide satisfactory information may affect eligibility for future funding.

## **11. Review of the Scheme**

These Terms of Reference may be reviewed and amended by Cabinet to ensure continued compliance with financial regulations, audit requirements, and best practice.

# NNDC Community Fund Process



1. **Idea Generation and engagement** – The local councillor engages within their ward with relevant groups or organisations and identifies a project idea that delivers community benefit, aligns with eligible project types.
2. **Councillor Eligibility Assessment** – The ward councillor reviews the proposal and applicant against scheme criteria, including eligibility of the organisation, project scope, location, and funding thresholds. If not eligible, the process stops.
3. **Application Prepared** – The ward Councillor completes the online application form, providing full project details, costs/quotes, timelines, permissions (if needed), and bank details. This step will confirm the ward member's support for the application and prevent delays arising from incomplete information.
4. **Application Submitted** – The completed application and supporting documents are formally submitted through the council's process.
5. **Councillor & Officer Panel Review** – The panel assess the application for eligibility, compliance with the scheme's terms, and financial/legal propriety. Applications that do not meet requirements are rejected.
6. **Approval Decision** – A final decision is made by the Councillor Review Panel. Applications may be approved or refused.
7. **Payment** – If approved, funding is issued directly to the organisation, with the condition it is used only for the agreed purpose.
8. **Project Delivery** – The recipient of the funds delivers the project as agreed, within the set timeframe, ensuring the intended community benefits are achieved and records are maintained.
9. **Monitoring & Assurance** – The council may request evidence such as receipts, invoices, and outcomes to verify delivery and spend. Non-compliance may require repayment of funds.
10. **Project Completion** – The project is formally completed, outcomes are confirmed, and the grant process is closed.

**Appendix B**

<b>Field</b>	<b>Details (to be completed by applicant)</b>
Organisation / Group name	
Type of organisation (e.g., charity, CIO, community group, town/parish council)	
Main contact name and role	
Address	
Email	
Telephone	
Ward	
Sponsoring ward councillor	
Project title	
Project location (address/venue)	
Project summary (what you will do)	
How the project benefits the ward/community	
Project start date	
Project end date	
Amount requested from Councillor Community Grant (£)	
Total project cost (£)	

Match funding / other funding sources (if any)	
Cost breakdown (attach quotes where relevant)	
Any permissions/consents required (and status)	
Name on the bank account Must be the business or the applicant's name	
Sort code	
Account number	

**Appendix C**

**[DATE]**

Dear **[RECIPIENT]**,

Subject: NNDC Community Fund – Confirmation of Support

I am pleased to confirm my support for your project proposal and let you know that I plan to pledge funding from my NNDC Community Fund for 2026/27.

Your project is a great fit with the fund's aims to support community wellbeing, strengthen local engagement, and address local priorities. I'm happy to pledge **[INSERT AMOUNT £]** towards your project, as long as your project gets through our checks and approval process.

Please note that any funding awarded must be used only to fund the project and expenditure set out in your application and must not be used for other purposes. The Council may also request updates during the delivery of the project.

**What happens next?**

To access the funding, please follow these steps

1. Visit the NNDC website and complete the NNDC Community Fund application form.
2. North Norfolk District Council will review your application and, if approved, will transfer the funds to the bank account detailed on the application form.

3. After your project is completed, you may be asked to share any photographs or update.

Thank you for your commitment to making a difference in our community. I look forward to seeing your project come to life.

Yours sincerely,

**[Name]**

**[Ward Name]**

## Appendix D

### North Norfolk District Council

### Councillor Community Grants Scheme – Councillor Review Panel

#### Terms of Reference

<p>Purpose</p>	<p>The purpose of the Member Review Panel is to:</p> <ul style="list-style-type: none"> <li>• Assess applications for compliance with the Councillor Community Grants Scheme</li> <li>• Ensure Decisions are made in a consistent, transparent and proportionate manner</li> <li>• Provide assurance that appropriate governance and financial propriety are maintained</li> </ul> <p>The Panel does not replace the requirement for member support of an application in their ward but provides an additional layer of oversight before approval of funds.</p> <p>The Panel cannot over-ride an application that is deemed valid and compliant with the scheme.</p>
<p>Composition of the Panel</p>	<p>The Panel is established by Cabinet.</p> <p>It will consist of 3 members (1 from each political group), with three substitute members</p> <p>It will be chaired by the Portfolio Holder for Finance</p>
<p>Officer Support</p>	<p>The following officers will attend Review Panel meetings and provide advice and support to the Panel:</p> <ul style="list-style-type: none"> <li>• Representative from Finance</li> <li>• Representative from Legal</li> <li>• Democratic Services (administrative support)</li> </ul>
<p>Governance &amp; Decision making</p>	<p>The Panel will take decisions under delegation from Cabinet.</p> <p>It will meet monthly and agendas and accompanying documentation will be circulated at least a week prior to the meeting.</p>

	<p>Minutes will be taken by a member of the Democratic Services Team</p> <p>Decisions will be on the basis of a simple majority of panel members at the meeting.</p> <p>Where a decision cannot be reached or further information or assurance is required, the application may be deferred to a future meeting, or referred back to applicant/member sponsor for clarification before final determination is made.</p>
Reporting Framework	<p>The Panel will report to Cabinet:</p> <ul style="list-style-type: none"> <li>• An annual report will be presented to Cabinet summarising the grant awards for each ward member</li> <li>• Cabinet will review the Fund and the terms of reference on an annual basis</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Agendas will be issued 1 week before the meeting by Democratic Services</li> <li>• Minutes will be taken by Democratic Services and reported to Cabinet (ensuring confidentiality, where appropriate)</li> <li>• The Democratic Services &amp; Governance Officer will ensure actions noted at the meeting are undertaken and reported</li> </ul>