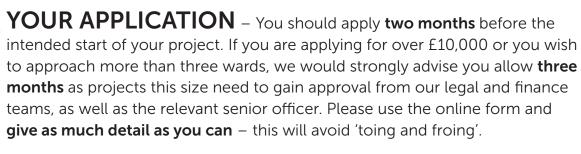# Ward Budget Programme
Process and FAQs

So, you've read the guidance on the webpage and decided that your organisation would benefit from funding? This is what happens next...

YOUR APPLICATION – You should apply **two months** before the intended start of your project. If you are applying for over £10,000 or you wish to approach more than three wards, we would strongly advise you allow **three months** as projects this size need to gain approval from our legal and finance teams, as well as the relevant senior officer. Please use the online form and **give as much detail as you can** – this will avoid 'toing and froing'.

COUNCILLOR APPROVAL – Upon checking by the Governance and Councillor Liaison team at the Council, your application will be sent to the Councillors in each ward you wish to approach for funding. At least two Councillors from each ward need to approve your application. Additional approval is required for projects over £10,000, as above.

MONITORING – If approvals are obtained, you will be sent a contract to sign and return. Please note you should not start delivery of the project until you have signed and returned this agreement. Once you have finished your project, you need to send completed monitoring forms, detailing what has been delivered and spent. We require **evidence of all spend**, including copies of receipts, invoices and photographs, for example. It is **important you provide comprehensive and accurate proof of spending**; we cannot pay without evidence and only up to the agreed amount and for the agreed activities. The only exception to this is if your organisation has requested an upfront payment of up to 50% of the funds allocated, you will have to provide evidence of spend after the agreed timeline relating to that upfront payment.

PAYMENT – Please be aware, all payments are made in arrears (after a service has been delivered), unless you have requested to receive an upfront payment of up to 50% of the funds allocated to your project. We will ensure that you are added to our finance system and will raise a purchase order for the approved amount for you to add to invoices you send – details of what must be included on any invoices would be sent to you. You may only apply for reimbursement for spend that was outlined in your proposal and signed contract. Please note, Ward Budget funds are public money and all activity is subject to the Council's constitution, standing orders and financial regulations.

FAQs

Is there a limit to how much organisations can apply for?

No, but bear in mind each ward has a finite pot that Councillors choose how to allocate according to local needs and priorities. Projects over £10,000 require further approval, so there is always a possibility that applications could be rejected if a majority of Councillors don't approve. Applications should be as detailed as possible, be in line with the principles of the Programme as described on the webpage, outline if other sources of funding have been applied for and be accurate in terms of the benefits for residents i.e. which groups of people would benefit and where they live.

When does monitoring information (receipts, photographic proof, external invoices etc.) have to be provided?

The Council pays in arrears after monitoring information has been provided, with the exception being for any agreed upfront payments of up to 50%. It is up to each organisation when they provide evidence of activity and spend. Some choose to do it at the end of the project, some quarterly, and some at more regular intervals depending on cash flow. Further detail regarding what you have to supply is outlined in the Project Agreement (your contract with us).

If my project affects more than one ward, how do I know how much to apply for across the wards?

If you are running a project that straddles ward boundaries, you can claim funds from all wards involved. Ultimately, it is down to the Councillors on how the funds are split, but if you were a club, for example, with members who lived in numerous wards, you could apply for the money proportionally. For example, if a club had 10 members, with a 50/50 ward split in terms of where members live, you could apply for 50% from one ward and 50% from the other.

What happens if there are changes to the project mid-delivery?

You should contact the Governance and Councillor Liaison team at Westminster City Council to make them aware of changes to the delivery of the project.

Do I need to consider having public liability insurance for my project?

You should ensure that you have the correct insurances for your project before applying for funds. For example, if you are running a youth group then you will need public liability insurance. If you are looking to hire a website designer to enhance your social media, then you will not likely need public liability insurance. You should contact the Governance and Councillor Liaison team if you have any questions about this.