

**Project Assessment Panel, a sub-committee of the Finance and General Purposes Committee**

The Project Assessment Panel Terms of Reference were adopted by Full Council at its Council Meeting held on 14 August 2019. And temporary amendment on 10<sup>th</sup> March 2021 (12/d/ii)

1. Project Assessment Panel (the Panel) is constituted as a sub-committee of the Finance and General Purposes Committee of Kennington Community Council in accordance with section 4 of the Council's Standing Orders.
2. Where there is any actual or perceived difference in interpretation between these Terms of Reference and the Council's Standing Orders or Financial Regulations or Terms of Reference of the Finance and General Purposes Committee, those instruments shall take precedence over this document.

Purpose and Responsibilities

3. The Panel will be responsible for
  - a. Publicising and managing a Projects and Grants Scheme;
  - b. assessing applications for funding under the procedure set out in paragraph 12 below;
  - c. report on such assessments to Council with recommendations as to which applications should be supported and at what amount;
  - d. negotiating agreements with project leaders; and
  - e. monitoring progress of approved projects.
4. The Panel will make efforts to be aware of similar schemes at borough and county and, where relevant, national level and consider where coordination with such schemes is appropriate. It may also make itself aware of private sector managed grant schemes.

Membership and Chair

5. The Finance and General Purposes Committee will appoint as voting members 4 Members of the Council and up to 2 non-members whose experience or expertise are considered to be valuable to the work of the Panel. All appointments will be made annually by the Committee at their first Meeting for a period of 1 year which may be renewed up to a maximum of 5 years. Further appointment thereafter is possible after an interval of two years.
6. In the event of a vacancy arising on this Panel, replacement Councillors and non-councillor appointees may join during the year if authorised by a meeting of the Finance and General Purposes Committee and serve until the end of the above-mentioned 1 year period.
7. The Panel will appoint one of its members to be Chair at its first meeting.

Meetings

8. The Panel shall meet at least once per year. The quorum shall be three Members. Substitute members are permitted in respect of councillors on the Panel, provided five days' notice has been given to the Proper Officer. All the Panel members may vote and participate at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.
9. A Panel member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right

to participate and vote on that matter. This applies equally to the non-Councillor voting members.

10. The Council's Responsible Financial Officer shall attend all meetings of the Panel, to provide advice and to record outcomes of the meeting.

#### Project and Grants Scheme

11. The Council hereby creates a Project and Grants Scheme. The Scheme is based on an 'always open' call for proposals, that is, any member of the public, Community Councillor or organisation may submit a proposal at any time. However, if available grant funds permit, twice a year the Panel will produce publicity for the scheme and indicate a date on which the next selection process will start. Any proposal submitted after such a date will be held over to the next assessment round.
12. The Scheme will be managed by the Panel which will ensure that:
  - a. Applications for funding provide the information set out in Annex 1 to these Terms of Reference but will allow, where a proposer has made a submission for funding from another public or elected body, that the relevant application may be annexed with cross-references to its content, if this will simplify the application to this Council;
  - b. A specified portion of the budget in each year is reserved for feasibility studies in respect of potential future projects; the Panel may recommend the Council to establish a framework contract for the support of such studies;
  - c. No grant exceeds £5000 in total and that no organisation receives more than two grants within a period of three financial years;
  - d. Grants support
    - i) one-off costs (not limited to capital costs) and not running costs
    - ii) exceptionally, a grant in each of the financial years 2021-22 and 2022-23 may support non-salary running costs where a not-for-profit organisation can point to substantial drops in income in the previous or current year, related to the impacts of COVID-19 restrictions; the maximum level of each grant will be £3,500 for any one organisation, with each organisation permitted only one grant per year, and after providing a brief explanation as to why other public sector support schemes are not applicable."
  - e. A policy is adopted on the timing of progress payments which balances the protection of public funds with the needs of projects for cash flow;
  - f. Assessments are made using the form in Annex 2 and that the assessment criteria therein are published in advance of the relevant assessment round.
13. The Panel may identify categories of project and make indicative allocations between such categories, if it sees fit. This may include an allocation for supporting public works within the Council's boundaries which are led and managed by the Borough or County Council.
14. The Chair of the Panel will approach each assessment discussion with a view to reaching an agreed common assessment on each application. The Chair will provide a report to the Council on the outcome of the assessments and this will include grant recommendations, within the available funds.
15. On receipt of the report, the Council will take a decision on the disbursement of funds to project proposers, taking into account the Panel's report, the Council's terms of reference and the Council's budget.

Duties of the Responsible Financial Officer

16. The Council's Responsible Financial Officer under the guidance of the Panel will:
- 1) Receive all applications, acknowledge their receipt and give the each application a reference number;
  - 2) Announce to local media the date on which each assessment round will start and, if practicable, post notices in public situations, such as shops, meeting halls etc and in relevant electronic social media.
  - 3) Circulate all proposals to the members of the Panel, together with the related assessment form to be completed.
  - 4) Convene one meeting of the Panel in each round to complete the assessment process.
  - 5) Conduct negotiations with successful proposers, ensuring that they have appropriate risk assessment and insurance in place and that all monies are paid to the bank account of the organisation (not of an individual) and supported by receipts.
17. The Responsible Financial Officer may provide informal feedback to proposers and allow them the opportunity to improve their proposal; any proposer who does so will not be granted an extension of the assessment round deadline nor given preference in the assessment procedure.

Terms of Reference

18. The Panel will review its terms of reference at the first meeting after the Annual Council Meeting of Council or when necessary and make any necessary recommendations to the Council for its approval.

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
0.1	10 <sup>th</sup> July 2019	Draft Version
1.0	14 <sup>th</sup> August 2019	Adopted version
2.0	10 <sup>TH</sup> March 2021	Temporary addition 12) d) ii)

**Kennington Community Council**

**Project Funding Application Form**

**Short title** *(title by which the project may be conveniently referred)*

**Full project description** *(describe in no more than 15 lines the project; annexes may be attached and you may attach a funding application made in parallel, for example, to Ashford Borough Council)*

**Target beneficiaries** *(Describe briefly the need the project will meet and the group(s) of residents who are expected to use and/or benefit from the project if implemented, mentioning age groups and areas of Kennington; where possible, quantify and indicate timescales)*

**Full project cost** *(attach quotations from key suppliers, preferably two competing quotations)*

**Contribution requested from Kennington Community Council** *(also indicate the financial year(s) in which the contribution will fall)*

**Additional sources of funding** *(Give information on how the project will be funded over and above any Community Council contribution, including public and private sources, and indicate what level of commitment, if any, has been made by those resources)*

**Groups making the proposal** *(If there are local groups, businesses or associations who are supporting the proposal, give their names and a point of contacts in each one and attach the most recent financial statement of the lead group)*

**Name, address, telephone number and email address of the principal point of contact for the proposal** *(This information will not be used by the Council for any purpose other than communicating about this proposal and the scheme under which the application is made)*

**Kennington Community Council  
Project Funding Application Assessment**

**Short title and reference number**

**Full project cost**

**Contribution requested from Kennington Community Council and financial year(s)**

**Has this project been assessed previously and with what outcome?**

**Assessment criteria**

Each application will be marked out of 5 (where 1 is poor and 5 is excellent).

- 1      Extent to which the project realistic and practical as currently described, including cost estimates? [Any proposal scoring less than 3 on this will automatically be rejected]
  
- 2      Extent to which the target beneficiary group one which is seriously underserved in the Community currently (and taking account of any approved projects funded by the Community or Borough but not yet implemented)?
  
- 3      Additionality – how crucial is Community funding to the project going ahead and what is the leverage of other funding which can realistically be anticipated?
  
- 4      Affordability – Is the Community contribution affordable in the year(s) in question?
  
- 5      Financial sustainability – including whether any long-term maintenance costs are likely to be met by a source other than the Community Council? (Council policy is not to take on continuing financial commitments.)