



**WATFORD
BOROUGH
COUNCIL**

Neighbourhood Locality Fund Project Application Form

1.	Name of ward
2.	Name of lead councillor
3.	Project description (provide a brief overview, including dates when it is anticipated the project will be undertaken. Remember retrospective applications will be refused.)
4.	What are the project costs? (provide a breakdown of the costs, including any quotes you have obtained and attach these where appropriate – see guidelines)
5.	<p>Are sufficient funds available in the budget? (this should be checked with democratic services)</p> <p>Yes</p> <p>No</p> <p>If there are not sufficient funds how is it intended that the project will be funded? Please provide confirmation if you are only providing part funding that the project will proceed or an undertaking to return the money if the project is aborted.</p>
6.	<p>(a) How does the project demonstrate value for money?</p> <p>(b) If appropriate, what consideration has been given to aggregating orders with other wards to obtain value for money?</p>
7.	How will the project engage the community and benefit or enhance the area?

8.	What proportion of the community will benefit from the project?
9.	What consultation has taken place?
10.	Are there any risks that need to be taken into consideration? (for example, the project will not happen)
11.	When will the project be completed? (Note: projects which have already been completed will not be funded.)
12.	<p>(a) Does the project involve a council department? (if yes, state which one)</p> <p>(b) If the project involves a council department, has the project been agreed with the relevant head of service? (please attach written confirmation)</p> <p>(c) Will the project, whether council led or not, incur ongoing revenue costs? If so, what are these and how long will the costs continue? (Please attach written confirmation that there are budgets in place other than this fund to meet those ongoing costs and that the relevant service/beneficiary has agreed to meet those costs.)</p>

13.	<p>If the expenditure is for goods or services, the council must place the order (provide the following details if payment is to be made directly to the organisation)</p> <p>Name:</p> <p>Address:</p> <p>Email:</p> <p>Telephone number:</p> <p>Bank name:</p> <p>Sort code:</p> <p>Account number:</p>
14	<p>Has this recipient received funding already this year?</p> <p>Yes:</p> <p>No:</p> <p>If yes please explain why you feel that funds should be given again.</p>

15.	<p>Taking into account the councillors' code of conduct, do any of the ward councillors have any interest in the project or organisation being supported?</p> <p>For example, is it an organisation the councillor has been appointed to by the council? Is the councillor on the board of the organisation or a school governor?</p> <p>Will the councillor or a member of his/her family receive a benefit from the award of this money to a greater extent than other residents of the ward.</p> <p>If unsure please contact democratic services for further advice. If a councillor does have such an interest they cannot sign off this request and must take no part in the decision to make the payment.</p> <p>If a councillor with a declared interest signs off this form or acts as lead councillor the application will be refused.</p> <p>Yes (state the councillor's name)</p> <p>Reason:</p> <p>No</p>
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This form must be signed by all three councillors (except where a councillor has declared an interest above). An email from councillors agreeing to the project is acceptable. Signing this form indicates that the council's contract procedure rules and the protocol have been followed at all stages of the process.

	Councillor 1 Signature Date
	Councillor 2 Signature Date
	Councillor 3 Signature Date

Checklist

Councillors (this section must be completed):

Is there enough money in the budget for the project?	
Have you completed all sections of the form?	
Have you supplied all supporting documents required for the project, including copies of quotes?	
Have you obtained head of service approval if necessary?	
Have all three councillors signed the form agreeing to the project?	
If the form has only been completed by two councillors, has the third councillor an interest in the project?	

Democratic services:

Has the form been completed by all three ward councillors?	
Was the form received before the project took place?	
Have all other sections of the form been completed?	
Has all supporting documentation been supplied?	
Has the project been given approval by a head of service / head of democracy and governance if required?	
Details of purchase orders	

To be completed by the head of democracy and governance:

Do you approve or reject the project?	
Reasons for approval/rejection:	
Signature:	
Date:	