

## **Councillors' Community Initiative Fund**



# **Guidance Notes 2025-2026**

**The purpose of this grant is to provide small one off grants to community-run projects and activities**

Staffordshire Moorlands District Council aims to support activity by local people that will improve the wellbeing of their communities. Through this grant fund the Council wants to encourage more people to work together - volunteering their time to work together for common beneficial purposes.

**To be eligible to apply projects and activities must:**

- **Be run by volunteers from the local community or a Parish Council**
- **Benefit the local community**

## **Councillor Support**

All applications need the full support of their District Councillor. A list of all District Councillors is available on the District Council's website <https://www.staffsmoorlands.gov.uk/sm/your-council/about-the-council/councillors>

## **How much funding is available**

Each District Councillor has £500.

## **What we can fund**

This Fund can support:

- one-off events or ongoing projects
- capital items or revenue costs
- new projects or existing projects

For example we can pay for set up costs, ongoing running costs, equipment, materials, consumables, publicity, training, transport, room hire.

## Criteria and conditions

- 1 Applications must be submitted until **Friday 20th February 2026**.
- 2 The application must be supported by the District Councillor(s) in the Ward that will benefit from the activity or project. Part Two of the Application Form must be completed by the District Councillor(s).
- 3 Part One of the application form must be fully completed by the group or organisation applying for the grant. After completing Part One, return the form to your District Councillor who will complete Part Two.
- 4 Where the total request for funding from the Council is £2,000 or over for an item/service you are purchasing please enclose copies of three quotes from alternative suppliers or explain why there is a preferred supplier.
- 5 The application must demonstrate how your organisation or project benefits a community in Staffordshire Moorlands.
- 6 The activity must be organised or managed by members of the local community, involving volunteers from the local community.
- 7 Applicants must be able to demonstrate that the grant is an important contribution to the success of the project or activity.
- 8 Applications must be from community-based organisations, this can include informal groups set up just to organise the project or activity.
- 9 To receive funding the group should either have a bank account in its name (requiring two signatories) or have another formal voluntary/community group which can receive and administer the funding on its behalf.
- 10 Any changes to the project or activity the funding has been originally granted for, requires further approval from the District Council.
- 11 Where possible groups should publicly acknowledge the support of Staffordshire Moorlands District Council.
- 12 Successful applicants must do their best to ensure that the activity or project is open to all the members of the local community for which it is intended to benefit.
- 13 Where an application for grant is refused the applicant can apply again.
- 14 Any grants that are not spent must be returned to the District Council.
- 15 Where projects and activities involve children and young people and/or vulnerable adults, groups must have relevant policies and procedures in place.
- 16 Successful applicants must ensure that permissions are obtained from relevant authorities (e.g. Planning Permission, Road Closure Order, Entertainment Licence etc.)

## **What we cannot fund**

### **Voluntary Sector Services**

Generally CCIF does not fund voluntary sector services as they tend to be significantly larger organisations. CCIF focuses on smaller groups and organisations which are community-run.

### **Parish Councils**

CCIF can support community-based activity and volunteering which is also supported by the Parish Council or community projects delivered by Parish Councils or Parish Council activities designed to solve a local problem or issue. It is not a substitute fund for services and activities which Parish Councils are responsible.

### **Retrospective Grants/Debts**

CCIF does not make retrospective grants. However sometimes groups may have unexpected bills and expenses which can result in a shortfall in the groups' general running costs. CCIF can help to cover a group or organisation's general running costs.

### **Religious Activities**

CCIF does not fund religious activities, but it can fund local churches and other places of worship. Many places of worship are used by community groups and host a variety of community events and activities. However, if the application is specifically for a religious activity, then this cannot be funded.

### **Organisations that do not provide benefit to the residents of the Staffordshire Moorlands**

Applications must be from organisations that benefit the residents of Staffordshire Moorlands.

### **Non-Voluntary Organisations**

CCIF does not fund non-voluntary organisations. For example, CCIF does not fund schools as they are not voluntary organisations. (However CCIF could support PTFAs which are voluntary).

### **Individuals**

CCIF does not fund individuals. Applicants need to clearly demonstrate that there will be community benefit.

### **Political Activities**

CCIF does not fund political activities.

## **Frequently Asked Questions**

### **Can Councillors support groups and organisations that they are involved with?**

Yes they can. Councillors should declare any interests on Part Two of the Application Form where there is a specific question about this.

### **Can CCIF fund temporary or informal groups?**

Yes it can. CCIF intends to support grass-roots, community-led activity, this includes temporary projects or one-off events and activities. Under these circumstances the group or organisation may not have its own bank account, therefore the CCIF grant can be paid to another group or organisation which is willing to accept the grant on their behalf.

### **Do groups and organisations need to send in copies of invoices/ receipts/ quotes?**

No, groups and organisations do not need to supply this paperwork. CCIF offers local groups and organisations small amounts of funding, this level of monitoring would be disproportionate to the level of grant. Local Councillors will have good knowledge of and a good relationship with the group or organisation that they are supporting, and would therefore be aware of any issues with the group.

### **How are grants publicised?**

Councillors or groups may wish to make their own arrangements for publicising grants.

### **What types of projects have been funded in the past?**

A full list of all grants awarded in previous years is available on the District Council's website [www.staffsmoorlands.gov.uk](http://www.staffsmoorlands.gov.uk)

## **Help Answering Questions on the Application Form**

### **How many local people (volunteers) help to organise this activity?**

Local volunteers must help to organise the activity, otherwise the application is not eligible. Whether you have 2 volunteers or 100 volunteers, please make sure you answer this question.

### **Please describe the project or activity.**

Not all activities have a specific name. A short simple name is okay. For example if you are applying for general running costs, this can be the name of the activity.

### **How many people will benefit from this activity?**

*For regular activities* – please state how many people usually take part.

*For future events* – please state how many people you hope will attend – your target number of people or your best estimate is okay.

*For environmental improvements* – it can be assumed that most people living in or visiting the town/village/parish will benefit from the environmental improvement.

### **How will people benefit from this activity?**

Please explain how the project will make a difference to the people that take part. For example:

- Reduce social isolation
- Learn new skills
- Improve the physical environment
- Promote community spirit and cohesion
- Promote health and wellbeing

## **More Information**

If you have any questions please email: [democratic.services@staffsmoorlands.gov.uk](mailto:democratic.services@staffsmoorlands.gov.uk)

Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek, Staffordshire.  
ST13 6HQ

## **Free Help and Advice for Community Groups**

There are two local organisations that can provide FREE help and advice to community groups on lots of different issues, e.g. publicity, fundraising, volunteers, policies and procedures.

Support Staffordshire (Staffordshire Moorlands) [www.supportstaffordshire.org.uk](http://www.supportstaffordshire.org.uk) 0300 777 1207  
VAST [www.vast.org.uk](http://www.vast.org.uk) 0300 303 8606