

Brighter Borough (BB) Guidelines

(updated October 2024)

What is 'Brighter Borough'?

Brighter Borough is a pocket of Council funding that the community can apply for through their local Councillor, to propose and support schemes that improve the environment and benefit the community within their Wards in line with Progress with Unity and Community Wealth Building provisions.

Each Councillor has the ability to utilise £6000 worth of Council funding to assist the local community each year to directly benefit their Ward. Where projects are identified which have a wider benefit, contributions can be made to jointly fund schemes. Schemes are works that are delivered via a Council department that is not part of the Council's usual programme of works and therefore requires a funding source to allow specialist works/events to be delivered by the Council.

Before Applying

Before applying for funding, the following guidelines should be read. Please note, even if a Councillor supports an application, Brighter Borough funding must be authorised by Council officers and each application is considered for its community benefit and may be refused.

These guidelines will assist Councillors and the wider community when applying for funding. This document outlines what can and cannot be funded through the Brighter Borough initiative.

Funding

Groups are advised that Brighter Borough funding should not be considered to be a regular source of income or an annual expectation of funds. Groups must not use Brighter Borough funds for general/annual running costs.

Repeated applications for funding will be considered on a case-by-case basis and will be refused if there is no clear case made in the application that the repeated funding is benefiting a separate project/community demographic than any previous application(s).

If funding has been received by the organisation from a different funding stream within the Council within the last two years, this should be declared and will be taken into consideration when determining if the Brighter Borough application should be approved.

During any pre-election period, Brighter Borough funding is frozen only for those Members seeking election.

Should a Councillor resign or vacate their seat mid-term, any remaining Brighter Borough funds will be transferred to the incoming Councillor. This rule does not apply to Councillors who lose/gain a seat at the local election.

Proposed projects must not involve the Council in future revenue commitments or any increased liabilities. Future maintenance of projects can only be funded when this is capitalised into a one-off payment.

Please see the below 'traffic light' guide for quick reference on funding. Please note that this guide is not exclusive or exhaustive and all rejected applications are final. Please speak to the Team if you have any questions or would like to discuss your application prior to submission.

What can be funded

- Improvements to open spaces, local parks etc
- Street scene enhancement – subject to applicable Council policies and any necessary planning approvals
- Improvements to community facilities
- Contributions to local events – e.g. room hire for one off events/catering etc.
- Support for festive celebrations
- Projects to improve community safety e.g. defibrillators (and other safety equipment)

What may be funded on a case-by-case basis (pending discussions with the Administrator)

- Alley Gates (*in consultation with the Leader/Deputy Leader and where exceptional circumstances can be proven*)
- Support for school initiatives (*outside the national curriculum; this does not include a school/classroom session*)
- Prizes or presents
- Projects that have received funding from another funding body (*outside of the Council*)
- Any event where there is a cost to the public (*e.g. ticketed events or pay on the door*). Events that are supported by Brighter Borough funding should be free to the public and therefore events where there is a cost to the public will need to be carefully considered.

What cannot be funded

- Activities that have already taken place or purchases that have already been made (*retrospective funding*)
- Political or religious causes/campaigns/events
- Works on unadopted land/highways where the landowner cannot be ascertained or is disputed, except in exceptional circumstances
- Room Hire (*except for one off events as outlined above*)
- Contributions to the annual running costs of an organisation
- Repairs to buildings (*unless there is a community benefit*)
- Private Businesses (*unless there is a community benefit that can be clearly demonstrated e.g. a free community open day*)
- Support or hire for animals or birds (*please check with the BB Team for exceptional circumstances*)
- Public Liability Insurance, including running costs and utility bills

- The procuring of equipment or services as a result of reduced or lost Council and/or other public sector funding
- Projects that are the responsibility of another statutory body
- Provision of equipment which is required by law
- Support for projects that conflict with existing Council policy or strategies
- Schemes/projects on private land, including schools *(unless there is a clear community benefit and public access to the land. There should also be a written agreement with the registered landowner, giving permission for the work to proceed and detailing arrangements for access, liability, maintenance etc)*
- Individuals *(unless it forms a contribution to the cost of representing part of or the entire Borough at an event of regional or national importance. In this instance the grant must be paid via a properly constituted body and not by personal cheque)*

How do I apply for funding?

Organisations are required to register an account using the Brighter Borough page on the Council Website, once agreed with the Councillor. Organisations will need to register the first time they make an application but thereafter their details will be saved. Once registered, organisations must send in proof of their bank account. Organisations will need to provide details of their key officers (preferably in their constitution), and if there are any changes of officers between their registration and subsequent applications, these changes need to be updated on the system. A copy of the constitution must be provided at the registration stage. Wigan Council have a toolkit that provides guidance in this area for community groups. Please visit the website below should you require support:

[Resources for Community Groups \(Wigan Council Website\)](#)

Organisations/groups MUST NOT apply for funding on behalf of another group as this circumvents the registration process needed for funding to be provided. Funding can only be provided to groups who meet the criteria outlined in the paragraph above. Any registered group found to be applying for funding for a group other than their own will be removed from the Brighter Brough system and no future applications for funding will be considered.

Organisations must complete all sections of the registration form, which includes contact details (including e mail), bank account details, the organisation address and confirm that they have the following:

- i. a constitution;
- ii. latest accounts, or a statement of income and expenditure; and
- iii. current liability insurance (if applicable).

The Council will require this information to be submitted with the application and may at a future date request to see any relevant documentation.

Once registered, organisations will need to click the 'Create Grant Application' option in the Navigation Tab and complete the application form with their project details.

Once completed, the application will be sent directly to the Councillor that has been selected, and the approval process will begin.

Please note that where grant applications are submitted for £500.01 or more, organisations are required to sign a grant agreement form. This will be sent to the e mail address registered to organisations' Brighter Borough account and must be returned to continue the approval process. If a signed grant agreement form is not received, it will be assumed that the funding is no longer required.

Once the grant has been approved, the grant will be passed for payment via BACS, which should be made within 7/10 days. An e mail will be sent to the organisation's e mail address, once final approval has been given.

Guidance for the supporting Councillor (declaring an interest)

When submitting a proposal under the Brighter Borough initiative, Councillors should be conscious of the Members' Code of Conduct and should not support any proposal in which they have a personal and prejudicial interest, or a disclosable pecuniary interest. Particular care should be exercised in this regard.

Examples of an interest would include: -

Where a Councillor's involvement with a community or voluntary group could be seen as capable of influencing the group or its activities, this will be seen as a personal interest. Councillors should **not** support any applications for community or voluntary groups where they hold a significant position such as Treasurer, Secretary or Chair (even if that role is voluntary and/or unpaid). Councillors should declare any interest in a group when submitting their Brighter Borough application.

Councillors should also decide to declare an interest if they, or a close family member, are involved with the group that is applying for funding, or if they, or a close family member, are regular attendees at the group in question.

Under **no** circumstances will payment of Brighter Borough funds be made directly to Councillors, these must be paid to the community or voluntary group.

What are the publicity requirements?

The Brighter Borough initiative is Council funded and therefore its publicity and promotion is the responsibility of the authority, to be overseen by its Public Relations Team.

In the publicity of all projects, credit for funding support should be attributed to Wigan Council and in particular to the Brighter Borough initiative, along with other funders where additional support is in place. **Contributing Wards may be mentioned, but there must be no element of political claim either indicated or inferred for any approved project.**

If you wish to add a plaque to an item supplied under BB funds, this is acceptable and the wording used should be, "This item was supplied by your local Ward Councillor/s using their Brighter Borough Funds allocated by Wigan Council"

An example of the wording on site notices or in publicity material might be “Funded by Wigan Council”.

After funding has been awarded

All spending must be supported by receipts, which should be sent into the Council and a copy retained as part of an organisation’s records. All receipts will be requested by the Administration Team. Failure to provide receipts will prevent any further applications for funding being considered and may result in funding being required to be returned to the Council.

If any items of significant value purchased by Brighter Borough funds are disposed of in the future or are no longer needed for the required purpose, the Council will expect to be reimbursed as set out in the grant agreement.

Where can I obtain further information?

Further information and help on all aspects of the Brighter Borough System can be obtained by emailing brighterborough@wigan.gov.uk