Members Ward Improvement Fund – Completing the form

**Ward affected by proposal** – please use the drop down list to select your Ward.

**Location of proposal** – state the location of where the money is being spent. For example, a donation to a charity in Chatham High Street, please state Chatham High Street. If the funds are for an event held at Broomhill Park in Strood then please state this location.

**Title of proposal** – this should be clear what the funding is being used for, please keep this brief and use the next box for further explanation. This will appear on the WIF statements and other documentation so please make sure it is recognisable what the funding is for.

**Outline of proposal** – here you should expand further on how the money will be used and when. This may include information on the recipient of the funding and how they will benefit. Please provide enough detail for the approver.

**Cost of proposal** – this needs to be the full amount of the proposal. If the company is VAT registered then you will need to include the VAT in the total cost of the project.

**Ongoing maintenance costs?** – the answer should be ‘no’, but there may be exceptions. Please explain who will be covering the ongoing costs if any and it will be reviewed.

**Does this proposal command community support?** – this must say yes. Please provide a short statement explaining why. E.g. requested by residents

**Conflicts of interest** - please disclose any connections with the recipient of the funding.

**Recipient details** – this must not be for an individual, no exceptions. Please provide the Organisations details, with a full address, this must include the house name/number and postcode this is essential to ensure payments are made to the correct recipients. At least one form of contact information must be provided, emails are preferred.

**Payment of Funds** – you only have to complete one of the three payment options. We highly recommend **BACS**, most organisations share this preference. Please give them the option to provide you with their bank details. BACS is the most efficient form of payment and it grants us greater control when tracing a payment, we are therefore able to check funds have been paid correctly. If you would like the recipient to receive a cheque please ensure you have checked the payee name with them, we have had several incidents of returned cheques and this severely delays the funds being received. You must also provide the full address for the cheque to be sent. If you are paying a department within Medway Council we use an inter-departmental transfer, we can help with payment information but at a minimum we ask for the name of the contact who is arranging the work.

**Proposed by Members** – please list all the Members who will be sharing the cost of the proposal. Unless stated otherwise we will assume the total cost will be split equally. We require authorisation/signature from all the listed Members, this would be best in the form of an email trail or a separate email to WIF@medway.org.uk stating the proposal you authorise. We understand many members pool allocations and submit requests jointly but we will need this authorisation before payment is made. This is to ensure all Members are aware of requests they are funding as well as adhering to audit requirements. If a request is hand signed we do not require a separate authorising email.

We strongly encourage electronic copies of forms. *SAVE PAPER - THINK BEFORE YOU PRINT*