

**THE CRITERIA FOR APPROVAL UNDER THE PARISH PARTNERSHIP INVESTMENT FUND ARE SHOWN BELOW IN ORDER OF IMPORTANCE:  
2017 / 2018**

1. Funding will be directed towards projects which support Milton Keynes Council Themes
2. As many Parish and Town Councils as possible will be awarded grants
3. The project shall be undertaken in exercise of a function for which both Parishes and Milton Keynes Council have powers (incl. s.137 powers)
4. Locations should be:
  - MKC owned
  - Parish/Town Council owned (or available for parish acquisition)
5. Parish and Town Councils will be responsible for ensuring local residents are consulted on project proposals
6. Each Parish and Town Council will be entitled to submit **up to a maximum of 3** applications for projects, and must indicate their priority.
7. Limit on total value of bids shall be **£5,000** (£10k Project value). Where the fund is undersubscribed consideration may be given to larger requests
8. The project, once complete, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish or Town Council.
9. Parishes should state how their 50% contribution is being funded. Parish match funding **cannot** be from any other part of MKC (Including s106 money)
10. Awards will normally be completed within a **2 year** project delivery plan from date of the decision letter.
11. The project shall be for investment in public realm assets, adhere to MKC's design principles and involve and provide a permanent benefit to the Parish
12. Parish and Town Councils will, prior to submitting an application, check whether any planning permissions or similar required are likely to be forthcoming. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the design costs
13. Before applications are submitted, please evidence to us that you have discussed the project(s) with the relevant MKC Officer(s)
14. Decisions will be made by the relevant Cabinet Member following consultation with MKC officers
15. Where schemes do not proceed, the amount allocated will be returned to the Fund for re-allocation in future years. Funds **cannot** be transferred to another project.

***Please turn to General Notes for further information***

## GENERAL NOTES

1. Funding can only be used for the projects for which they are approved.
2. Release of funds will be upon the presentation of three quotes for the work that has been or will be undertaken – to demonstrate the principles of Best Value. If three quotes are not available, please advise of the reasons when you apply for your council's grant(s).
3. Milton Keynes Council's share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils) or the lower of the following figures:- the lowest quotation; or the maximum award approved by Milton Keynes Council

Where projects are funded in advance of implementation, an estimated completion date must be provided.

4. The fund cannot be used for normal running costs i.e. Officer salaries, energy bills or rent
5. Quotations for works do not need to be supplied at the *application* stage.
6. Milton Keynes Council may monitor the progress of any project, which could involve a site visit if appropriate, and will require confirmation of the completion of all projects.
7. The Parish or Town Council will be required to maintain adequate insurance for capital equipment, public and employee liability.
8. The Parish or Town Council is required to conform with the 1974 Health and Safety at Work Act and subordinate regulations.
9. If a grant is used to buy a large item of equipment or asset, it must be recorded in the accounts that Milton Keynes Council has an interest in it. If the asset is to be disposed of, Milton Keynes Council must be contacted before the disposal is made. Milton Keynes Council may want a share of the proceeds in relation to the original contribution.
10. If the project is no longer required or stops for any reason the Parish or Town Council must inform Milton Keynes Council in writing. Milton Keynes Council will reserve the right to ask for the grant back or not send any further payments.
11. If the funding is to be used to finance assets which will belong to MKC, the Parish contribution should be passed to MKC in order for the work to be undertaken